



HOLMES

COMMUNITY COLLEGE DISTRICT
1993-1995 BULLETIN

Please direct all correspondence concerning the following to the officers indicated:

ADMISSIONS - Director of Admissions and Records, Holmes Community College, Goodman, MS 39079. Telephone: 472-2312.

DORMITORY ACCOMMODATIONS - (Goodman Campus Only) Dean of Students, Holmes Community College, Goodman, MS 39079. Telephone: 472-2312.

FINANCIAL AID - Director of Financial Aid, Holmes Community College, Goodman, MS 39079. Telephone: 472-2312.

GRENADA CENTER - Holmes Community College, Grenada Center, 1060 Avent Drive, Grenada, MS 38901. Telephone: 226-0830.

RIDGELAND CAMPUS - Holmes Community College, Ridgeland Campus, 412 W. Ridgeland Ave., Ridgeland, MS 39157. Telephone: 856-5400.

EVENING CLASSES, SUMMER SCHOOL, VOCATIONAL-TECHNICAL PROGRAMS - Contact the campus you wish to attend.

The information contained herein is official as of November 1, 1992. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

Holmes Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, age, or disability (unless job-related).

Vo. 68

1993

No. 1

BULLETIN

HOLMES COMMUNITY COLLEGE

**Eighty-Second Session
Begins Monday, August 23, 1993**

**Eighty-Third Session
Begins Monday, August 22, 1994**

**McMorrough Library
Holmes Community College
Goodman, Mississippi**

Education is Training For Complete Living

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ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education
 Southern Association of Colleges and Secondary Schools
 Mississippi Junior College Literary and Athletic Association
 American Association of Community and Junior Colleges
 Mississippi Association of Colleges
 National Junior College Athletic Association

Holmes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

BOARD OF TRUSTEES

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W. Godfrey Campbell, Vice-President	Carrollton
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Melvin Ray	Canton
A.A. Derrick, Jr.	Durant
Hugh Gibson	Eupora
Charles Donald	Goodman
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Dianna Foster	Grenada
Dewitte Belk	Kosciusko
David Spears	Kosciusko
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Martha W. Davis	Lexington
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Wade D. Henson	Weir
Joe Roger Moore	Winona
Harold Middleton	Yazoo City

BOARDS OF SUPERVISORS 1993

ATTALA COUNTY

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Troy Hodges
Jesse J. Fleming
Wade Shumaker
Charles Nowell

CARROLL COUNTY

James W. Slocum
Lloyd D. Ashmore
Marvin Coward
K.T. Streater
Curtis King

CHOCTAW COUNTY

Mike King
William W. Murphy
Paul W. Henson
J.L. Stevenson
Boyce Bruce

GRENADA COUNTY

Jimmy D. Beck
Homer Dale Trussell
Christopher C. Hankins
Cecil Shelton
Fred Carver

HOLMES COUNTY

Rodalton Hart
William Green
Danny Gnemi
James R. Johnson
Odell Hampton

MADISON COUNTY

Marc Sharpe
David H. Richardson
Karl M. Banks
J.L. McCullough
Bob Dowdle

MONTGOMERY COUNTY

Jerry Pyron
Kenneth Ware
Lindsey Roberts, Jr.
Lenis Pearson
Purvis Bibbs

WEBSTER COUNTY

Keith D. Ray
J.A. Knight
Lynn Lamb
Larry E. Crowley
H. Scott Harrington

YAZOO COUNTY

Sam S. Fisher
Herman Leach
Bobby Ray Ragland
Ed Dew
Cobie Collins

SCHOOL CALENDAR 1993-94

SUMMER SCHOOL 1993

May 31 Memorial Day Holiday
July 5 Independence Day Holiday
June 1-July 2 First Term
June 3 (8:00 a.m.) Deadline for registration/First Term
July 6-August 6 Second Term
July 8 (8:00 a.m.) Deadline for registration/Second Term

FALL SEMESTER 1993

August 17, 18 Faculty Meetings
August 18 (12:00 noon) Dorms Open
August 19, 20 (8:00 a.m.) Orientation and Registration
August 22 (3:00 p.m.-6:00 p.m.) Dorms Open
August 23 (8:00 a.m.) Classes begin
August 27 Last day for registration and adding courses
September 6 Labor Day Holiday
October 15 Mid-Semester grades due
October 25 Last day to drop a course with a "W"
October 29 Last day for graduates to qualify for
graduation and exemption from finals
November 24-26 Thanksgiving Holidays
December 13-16 Final Examinations
December 13 (8:00 a.m.) Graduating sophomore grades due
December 17 (8:00 a.m.) Final grades due

SPRING SEMESTER 1994

January 10, 11 Orientation and Registration
January 12 (8:00 a.m.) Classes begin
January 17 Martin L. King, Jr. Day
January 19 Last day for registration and adding courses
February 28 Last day for graduates to qualify for
graduation and exemption from finals
March 4 Mid-Semester grades due
March 14-18 Spring Holidays
March 21 Last day to drop a course with a "W"
May 6 (1:00 p.m.) Graduation practice for all students-
Goodman Coliseum
May 10, 13 Reading Days
May 11, 12, 16, 17 Final Examinations
May 10 (8:00 a.m.) Graduating sophomore grades due
May 18 (8:00 a.m.) Final grades due
May 19 (7:00 p.m.) Graduation-Goodman Coliseum

SCHOOL CALENDAR 1994-95

SUMMER SCHOOL 1994

May 30	Memorial Day Holiday
July 4	Independence Day Holiday
May 31-July 1	First Term
June 2 (8:00 a.m.)	Deadline for registration/First Term
July 5-August 5.....	Second Term
July 7 (8:00 a.m.)	Deadline for registration/Second Term

FALL SEMESTER 1994

August 16, 17	Faculty meetings
August 17 (12:00 noon)	Dorms Open
August 18, 19 (8:00 a.m.)	Orientation and Registration
August 21 (3:00 p.m.-6:00 p.m.)	Dorms Open
August 22 (8:00 a.m.)	Classes begin
August 26	Last day for registration and adding courses
September 5.....	Labor Day Holiday
October 14.....	Mid-Semester grades due
October 24.....	Last day to drop a course with a "W"
October 31.....	Last day for graduates to qualify for graduation and exemption from finals
November 23-25.....	Thanksgiving Holidays
December 12-15.....	Final Examinations
December 12 (8:00 a.m.)	Graduating sophomore grades due
December 16 (8:00 a.m.)	Final grades due

SPRING SEMESTER 1995

January 9, 10.....	Orientation and Registration
January 11 (8:00 a.m.)	Classes begin
January 16.....	Martin L. King, Jr. Day
January 18.....	Last day for registration and adding courses
February 28	Last day for graduates to qualify for graduation and exemption from finals
March 3.....	Mid-Semester grades due
March 13-17	Spring Holidays
March 20.....	Last day to drop a course with a "W"
May 5 (1:00 p.m.)	Graduation practice for all students- Goodman Coliseum
May 9, 12.....	Reading Days
May 10, 11, 15, 16	Final Examinations
May 9 (8:00 a.m.)	Graduating sophomore grades due
May 17 (8:00 a.m.)	Final grades due
May 18 (7:00 p.m.)	Graduation - Goodman Coliseum

OFFICERS OF ADMINISTRATION

DISTRICT OFFICERS

Dr. Starkey A. Morgan, Sr. President
Henry B. McClellan, Jr. Executive Vice-President for
Financial, Administrative, and Student Services
Dale Lewis Vice-President for Instructional Services
and Vocational-Technical Coordinator
Richard Newton District Academic Co-ordinator
Danny O'da Williams District Student Services Co-ordinator
Gene Richardson Director of Admissions & Records
Wirt Hayes Director of Financial Aid
Quinby Morgan Director of Purchasing and Receiving
Earl Sisco Coordinator of Industrial Services
Dr. Marilyn Burrell Director of Support Services
John Burrell Director of JTPA

GOODMAN CAMPUS OFFICERS

Richard Newton Academic Dean
Charles Shaw Director of Vocational-Technical Education
Danny O'da Williams Dean of Student Services
Dwight Myrick Assistant Director of Vocational-Technical
Education

GRENADA CENTER OFFICERS

Jack Holmes Executive Director
Dorothy Rowzee Director of Associate Degree Nursing

RIDGELAND CAMPUS OFFICERS

Joe A. Adams Vice-President
Paul Byars Director of Vocational-Technical Education
Margaret Johnson Assistant Director of Vocational-
Technical Education

ADMINISTRATION

Starkey A. Morgan, Sr.

President, Holmes
Community College

B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.D., University of Mississippi

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Vice-President, Ridgeland
Campus

B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.S., Mississippi State University
Additional Study: Mississippi State University

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B.S., Mississippi State University
Additional Study: Mississippi State University

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Additional Study: Mississippi State University

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Additional Study: Mississippi State University

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M.Ed., Delta State University

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Vocational Certificate, Holmes Junior College
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B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University
Jackson State University

Richard Newton Academic Dean, Goodman Campus & District
Academic Coordinator
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University
University of Mississippi

Gene Richardson Director of Admissions & Records
A.A., Holmes Junior College
B.A., Mississippi State University
M.Ed., Mississippi College

Dorothy Rowzee Director of Associate Degree Nursing,
Grenada Center
B.S.N., University of Mississippi
M.S., University of Southern Mississippi
Additional Study: University of Mississippi

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B.S.E., Delta State University

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Coordinator of Industrial Services

A.A., Copiah Lincoln Junior College

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: University of Tennessee, University of Southern
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Danny O'da Williams

Dean of Student Services,
Goodman Campus &

District Coordinator for Student Services

B.S., Mississippi State University

M.S., Mississippi State University

Additional Study: University of Mississippi



PROFESSIONAL STAFF

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Director of Student Activities

A.A.S., Jefferson State J.C.

B.S., Mississippi College

M.S.S., Mississippi College

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Assistant Director of Public Information

B.A., Randolph-Macon Woman's College

M.A., University of Mississippi

Kay Boggan

Assistant Librarian, Goodman Campus

B.S., University of Southern Mississippi

M.L.S., University of Southern Mississippi

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**Counselor, Student Support Services,
Goodman Campus**

B.S., Jackson State University

M.S., Jackson State University

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Assistant to Business Manager

Holmes Junior College

Additional Study: IBM (Jackson, Mississippi)

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Director of Computer Services/Records

A.A.S., Holmes Junior College

Additional Study: Delta State University,

IBM & Sperry-Univac (Houston, Texas; Atlanta, Georgia)

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District Coordinator of Single Parent/

Displaced Homemaker, Goodman Campus

B.S., Tennessee State University

M.S., Tennessee State University

Ph.D., New York University

Additional Study: Michigan State University

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B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: University of Mississippi

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M.L.S., University of Mississippi

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M.L.S., University of Mississippi

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B.S., Mississippi State University
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Additional Study: Mississippi State University

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Machine Tool Operation/
Machine Shop, Ridgeland

Hinds Community College

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Journeyman Tool & Die Maker, U.S. Dept. of Labor

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B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: Mississippi State University

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B.S., Mississippi State University

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Additional Study: Mississippi State University

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Chemistry/Physical Science/Biology,
Ridgeland Campus

B.S., Millsaps College

M.Ed., Mississippi College

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B.S.N., Mississippi University for Women

M.S.N., University of Mississippi

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B.S., Troy State University

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Ph.D., University of Southern Mississippi

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B.S., Delta State
M.Ed., Mississippi State University

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B.A., Millsaps College
M.S., University of Southern Mississippi
Additional Study: Millsaps College,
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Sul Ross State University

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B.S.N., Loyola University	
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Additional Study: Northern Montana College	

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B.A., University of Alabama
M.A., University of Alabama
Ph.D., Kent State University
Additional Study: Millsaps College,
Memphis State University, Christ Church College,
Oxford University, England

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French/Spanish, Grenada Center,
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B.A., Salve Regina College
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Additional Study: La Sorbonne, Paris

Sheila Ellington
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Additional Study: C.N.A., American Nurses Association,
A.C.L.F., American Heart Association,
New York State University

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Holmes Junior College	
Mississippi State University	

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B.S., Mississippi State University	
M.Ed., University of Mississippi	
Ed.S., University of Mississippi	
Additional Study: Delta State University	
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B.S., University of Arkansas	
M.Ed., Mississippi College	
Additional Study: University of Southern Mississippi	
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M.S.N., University of Mississippi	
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A.A., Holmes Junior College	
B.S., Mississippi State University	
Additional Study: Mississippi State University, Mississippi College	
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A.A.S., Holmes Community College	
Additional Study: Mississippi State University	
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B.S., University of Southern Mississippi	
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B.S., West Texas State	
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B.S.N. & B.S., Delta State University	
M.S.N.S., Delta State University	
M.S., University of Southern Mississippi	

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A.A., Mississippi Delta Jr. College
Additional Study: IBM, Jackson, Mississippi;
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B.S., University of Southern Mississippi
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University of Southern Mississippi

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Additional Study: Mississippi State University

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B.S., Mississippi State University
Additional Study: Mississippi State University

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B.S., Mississippi State University
M.A., Mississippi University for Women
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A.A.S., Phillips College
B.B.A., Louisiana Tech University

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Education, Goodman Campus

B.A., Southeastern Louisiana College
M.Ed., Delta State University
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B.S., University of Southern Mississippi
M.Ed., Delta State University

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A.A., Community College of the Air Force
B.S., Mississippi State University
Additional Study: University of Mississippi,
Mississippi State University

Additional Study: University of Mississippi

M.Ed., Mississippi State University

University of Mississippi

Hebrew University, Jerusalem, Israel

Wood Junior College

Additional Study: University of Mississippi

B.S., University of Southern Mississippi

Additional Study: University of Mississippi

U.S. Air Force

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University of Southern Mississippi
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B.S., University of Mississippi
M.Ed., University of Mississippi

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B.S., Mississippi University for Women
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Additional Study: Mississippi State University,
University of Mississippi

Dwight Proctor Truck Driving, Grenada Center

- Jan Reid Voice/Choir, Goodman Campus
 B.M., Mississippi University for Women
 M.M., University of Mississippi
 Additional Study: University of Mississippi
- Jimmy Rigby Automotive Mechanics, Goodman Campus
 General Motors Training School
 Automotive Training Institute
 A.A., Equiv., Mississippi State University
- Sarah B. Rounsaville Associate Degree Nursing, Grenada
 B.S.N., Mississippi College
 Additional Study: Mississippi State University,
 Delta State University, University of Southern Mississippi
- Donna Rowell Zoology, Goodman Campus
 B.S., Middle Tennessee State University
 M.S., Middle Tennessee State University
 Additional Study: Georgia State University,
 Tennessee Technological University
- Wesley David Rule Mathematics, Goodman Campus
 A.A., Holmes Junior College
 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Additional Study: Mississippi State University
- Mark Rummage History, Grenada Center
 B.A., University of Mississippi
 M.A., University of Mississippi
 Additional Study: University of Mississippi
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 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Ed. Spec., Mississippi State University
 Additional Study: Auburn University
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 Data General Corp., Atlanta, Georgia,
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- Myra L. Schrader Mathematics, Ridgeland Campus
 B.A., Mississippi State University
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 Additional Study: University of Alabama

Barbara Teague Vocational Individualized Development
Systems (VIDS) Center, Reading; Goodman Campus
B.S., Mississippi Valley State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University,
University of Southern Mississippi

Shelia Teague Business & Office Technology, Goodman Campus
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University

Paula Therrell
B.S., Mississippi State University
M.S., Mississippi State University
Additional Study: Mississippi State University

Larry Therrell Women's Basketball Coach, Goodman Campus
A.A., Holmes Junior College
B.S., Delta State University
M.Ed., Mississippi State University
M.Ed., Jackson State University
Additional Study: Mississippi State University

Roy G. Tyler Automotive Mechanics, Goodman Campus
Mississippi State University
Allen Tech. Center, GM Training, Toyota Training

Joyce Vaughn

Associate Degree Nursing,
Grenada Center

B.S., Mississippi University for Women
M.S.N., University of Alabama at Birmingham
Additional Study: University of Mississippi

Wayne Watkins

Drafting & Design Technology,
Ridgeland Campus

A.A.S., Holmes Junior College
B.S., University of Southern Mississippi
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Additional Study: University of Southern Mississippi,
Memphis State University, Mississippi College
University of Mississippi

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M.Ed., University of Mississippi
Additional Study: University of Southern Mississippi



NON-INSTRUCTIONAL STAFF

Tina Begley	Secretary, Ridgeland Campus
Kelli Blaylock	Computer Operator/Programmer, Goodman Campus
Elaine Boyle	Associate Degree Nursing Secretary, Grenada Center
Timothy Brown	Aide/Truck Driving, (JTPA, Goodman Campus)
Nobia Burwell	Cashier/Clerk, Business Office, Goodman Campus
John L. Crayton	Campus Security Officer, Goodman Campus
Lisa Coleman	Campus Security Officer, Goodman Campus
Sherry Dallas	Secretary/Business, Ridgeland Campus
Arthur Derrick III	Skills Coordinator, KSC
Mary Lou Farmer	Dorm Hostess/Yazoo City, Goodman Campus
Robert Farmer	Campus Security Officer, Goodman Campus
George Floyd	Mechanic, Vehicle Shop, Goodman Campus
Betty Green	Secretary/Business Office, Goodman
Wautana Green	Dormitory Hostess/Grenada Hall, Goodman Campus
Roy Harrington	Assistant Maintenance Engineer, Goodman Campus
Virginia Hathcock	Secretary/Financial Aid Office
Adrienne Hawkins	Secretary/Industrial Services, Goodman Campus
Lander Hemphill	Trainer; Maintenance, Goodman Campus
Charles Hudson	Aide/Truck Driving, Grenada Center
Virgil Ingold	Campus Security Officer, Goodman Campus
Gladys Lewis	Aide/JTPA, Goodman Campus
Sherry McClellan	Receptionist/Switchboard Operator, Goodman Campus
Jeri Jo McClesky	Secretary/Library, Goodman Campus
Linda McCollum	Secretary/Records, Ridgeland Campus
Jo Nell McDaniel	Secretary/Bookstore, Ridgeland Campus
Sheryll Murtagh	Secretary/Vo-Tech Department, Goodman Campus
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Martha Norris	Receptionist/Switchboard Operator, Ridgeland Campus
Rosemarie Poynor	Secretary, Grenada Center
Kathy Ramage	Secretary/Records Office, Goodman Campus
Jerolyn Sherman	Secretary/Student Support Services, Goodman Campus
Joanna Spell	Secretary/Student Services, Goodman Campus
Nan Sykes	Secretary/Public Information, Goodman Campus
Angie Thomas	Secretary, Records Office, Goodman Campus
Ruth Thweatt	Bookkeeper/JTPA, Goodman Campus
Jeanne K. Todd	Secretary/Bookstore, Grenada Center

GENERAL INFORMATION

HISTORY OF HCC

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added; and in 1928-29 school session, the second year was added; making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multi-faceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

MISSION OF HOLMES COMMUNITY COLLEGE

Holmes Community College serves the citizens of its nine-county support district through a comprehensive program of instruction, student services and activities, adult and continuing education, community services, and economic development and industrial services. The

college provides equal access to higher education for all qualified applicants and is committed to excellence in education through its diverse and affordable opportunities.

The following goals provide guidance for administrative decisions and give direction to all units of the college for planning, implementing, and evaluating activities.

1. To employ and retain a qualified and competent faculty and staff who are dedicated to teaching and service.
2. To teach quality academic courses which ensure successful transfer to senior colleges.
3. To teach vocational-technical courses which prepare a student for successful employment.
4. To teach remedial and developmental courses which remove deficiencies in basic skills.
5. To provide student services which assist individuals in goal selection, decision making, establishment of values, and development of attitudes of responsibility and cooperation.
6. To sponsor student activities which include intramural and intercollegiate sports as well as those social, extra-curricular, civic, and cultural activities which develop leadership, creative skills, and personal growth.
7. To conduct adult and continuing education activities for the non-traditional student.
8. To maintain close communication, interaction, and participation with advisory committees and other community groups in order to determine educational and service needs.
9. To provide facilities, services, and special programs to meet community needs.
10. To provide for the industrial training needs of the district through start-up, up-grade, and retaining programs.
11. To take a leadership role in increasing adult literacy in the district.
12. To conduct a continuous cycle of assessment, evaluation, and planning of all activities and programs in order to ensure institutional effectiveness.

THE MULTIPLE-CAMPUS COLLEGE

The main emphasis in the organization and administration of the Holmes Community College district is that it is a single, institutional entity with two campus locations and one center.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

GOODMAN CAMPUS

The original campus of Holmes Community College is located at Goodman, Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principal buildings. A lighted football stadium and a track, a baseball field, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Community College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Business Manager, Academic Dean, Director of Vocational-Technical Education, Dean of Students, Director of Continuing Education, Director of Admissions and Records, Director of Financial Aid, Head Librarian, Director of Institutional Research and Planning, and Director of Public Relations. Administrative offices for the Goodman Campus are located in McDaniel Hall.

Programs available at the Goodman Campus include university-parallel, four technical programs (Business Technology, Architectural Design and Construction, Child Care, and Radio and Television Broadcasting), and six vocational programs (Auto Body Repair, Automotive Mechanics, Cosmetology, Heating-Air Conditioning-Refrigeration Mechanics, Machine Tool Operation-Machine Shop, Welding).

The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

JTPA DEPARTMENT

The Administrative offices of the JTPA Department are located on the Goodman Campus. The department is funded under the Job Training Partnership Act. It is a part of the Vocational Department and offers vocational training with counseling and remedial assistance as required by some students. Students in these courses could not attend regular vocational classes for various reasons, such as being a school dropout, having financial problems, and having travel restrictions. The

students are referred individually by the local employment services. Courses vary in length from 10 weeks to a maximum of fifty-two weeks. The Holmes Community College - JTPA Department is funded by the Governor's Office of Job Development and Training through the State Department of Vocational Education. The programs operated include Nursing Assistant, Employment Preparation For Youth, Commercial Truck Driving, and Licensed Practical Nursing. Another location for Commercial Truck Driving taught through JTPA is the Grenada Campus. Other LPN programs operated through the JTPA Department but at other locations are the Licensed Practical Nursing programs at Ridgeland, Goodman, Kosciusko, and Eupora. All the courses except the LPN courses and the Nursing Assistant course are open entry/open exit courses; that is, students may enroll in these courses at any time of the year.

GRENADA CENTER

The Grenada Center, which opened with a full schedule of classes for the fall semester of 1985, is a dynamic addition to Holmes Community College. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and sixty-five miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the explosive economic and cultural growth of the surrounding area with 8.5 acres of additional space provided by the city for future additions. The attractive modern building houses the center on a 14-acre site.

The center offers a wide range of liberal arts courses that are transferable to four year institutions. Holmes Community College's Associate Degree Nursing program and a Licensed Practical Nursing program are offered at the Grenada Center. Technical programs in Drafting and Design, Forestry, Business and Office, Electronic Technology, and Computer Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and non-credit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for in-coming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences. The "Forum" with a seating capacity of over seven hundred provides a conference site for numerous groups.

RIDGELAND CAMPUS

The Ridgeland Campus is located approximately four miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West

Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit.

Three buildings house the administration, data processing, business office, library, vocational individualized development system (VIDS), classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

The primary purpose of the technical programs is to prepare students in specialized, "high technology" areas. High technology is defined as "programs in occupational areas which depend upon the use of the most advanced systems, machines, and devices to achieve a practical purpose." The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.



ADMISSION REQUIREMENTS

FULL-TIME DAY STUDENTS DEGREE-SEEKING STUDENTS CERTIFICATE-SEEKING STUDENTS

1. A completed application for admission.
2. An official high school transcript showing graduation date or an official GED score report for first-time entering freshmen (Not required of transfer students if the graduation date or GED information is included on official transcript from accredited post-secondary institution).
3. Satisfactory scores on the ACT or SAT for academic and technical majors who are less than 21 years of age and who have not earned a bachelor's degree. ACT/SAT scores may be accepted from official high school or college transcripts for admission purposes.
4. Satisfactory scores on the Test of Adult-Basic Education (TABE) for vocational majors (See listing of required scores under "VOCATIONAL" in this section).
5. Official transcripts from **ALL** colleges previously attended. Students holding bachelor's degrees or higher may submit only the transcript showing the highest degree; however, for graduation purposes, additional official undergraduate transcripts may be required.
6. Official Immunization Form (See "Immunization Policy" in this section).

NON-DEGREE-SEEKING STUDENTS NON-CERTIFICATE-SEEKING STUDENTS

(Applies to part-time day, evening, and summer students)

1. A completed application for admission.
2. Officially documented high school graduation date or GED equivalent.
3. Official Immunization Form (See "Immunization Policy" in this section).

It is the students' responsibility to indicate their status by marking either Degree Seeking or Non-Degree-Seeking on the class schedule and the registration card at the time of registration.

High School Preparation. A student must meet one of the following requirements: (1) graduate from a high school accredited by the regional accreditation association, or (2) take the GED test and earn the minimum scores required for a state high school equivalency certificate, or (3) earn seventeen academic units from a high school that meets the accreditation standard listed above. The seventeen units must include at least 9 of the following 10 credits:

- 4 units of English
- 2 units of math
- 2 units of social sciences
- 2 units of natural sciences

Physical education and other non-academic units will not be counted toward the seventeen units.

A student who has attended high school during a fall semester and who wishes to enter an academic or technical program at the beginning of the spring semester on the basis of having earned 17 acceptable units must also have a letter of recommendation from his/her high school principal supporting this action.

Non-Accredited High School. A student who attended a high school not accredited by the appropriate state or regional accreditation association may petition the Admissions Committee for special consideration. Factors that may be considered are high school grades, test scores, and intended major at Holmes.

Admissions Committee. A student seeking admission to Holmes Community College through special action of the Admissions Committee must first have an interview with a counselor and/or the Director of Admissions. A second interview may be required in some cases; if so, this would be held with the Admissions Committee.

Place of Residence. Holmes Community College is supported by a nine-county tax district in Central Mississippi and by state appropriations. The primary mission of the college is to serve Mississippi residents. Public Community Colleges in Mississippi do not receive state support for out-of-state students. Out-of-state students (including international students) are not routinely accepted for admission. Students who are not residents of Mississippi, with the exception of those on performance scholarships, must petition the Admissions Committee in writing for consideration for acceptance into HCC. The address is: Office of Admissions & Records, P.O. Box 398, Goodman, MS 39079. In addition to satisfactory completion of admission requirements, out-of-state students petitioning for admission will be evaluated in light of the following factors:

1. Immediate family member is an HCC alumnus
2. Immediate family member lives in this or a surrounding district
3. Student deserves special consideration for test scores, class rank, or other outstanding academic achievements
4. Recommendations by high school counselor or principal based on activities, achievements, services, etc.
5. Graduation from high school in this or surrounding district

Test Scores. As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced

ACT. The minimum scores required for admissions, scholarships, course placements, etc., have been revised. ACT scores earned from October 28, 1989, shall be equated to previous scores by using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

	Before Oct. 28, 1989	From Oct. 28, 1989
Admission to HCC	10	14
Computer Technology	12	16
Associate Degree Nursing	15	18
Early Enrollment	20	21
President's Scholarship	18	20

Holmes Community College will accept an SAT score of 700 or higher as a substitute for the ACT for the purposes of general admission only. The President's Scholarship will not be awarded on the basis of an SAT score. It will continue to require an ACT test score. A high school senior may substitute an SAT score of 850 or higher for the ACT to qualify for the Early Enrollment Program for Advanced High School Seniors.

A student who has successfully completed one semester (passed 12 semester hours and earned 24 quality points) at a regionally accredited institution shall be admitted in regular standing without regard to his ACT/SAT score.

Probationary Admission. A student with an Enhanced ACT score of less than 14 (admitted under the 5% exception clause) who wishes to enroll in an academic or technical curriculum shall be admitted on probation. He will be required to earn a quality point average of at least 1.50 his first semester of full-time attendance. Failure to meet this minimum requirement shall result in the student's suspension for one semester.

An academic or technical student with an Enhanced ACT score of 13 or below is required to enroll in the Academic Foundations core his first semester. This curriculum consists of:

Developmental English I	3 hours.
Math course based on placement test and student's major	3 hrs.
Reading course based on placement test.....	3 hrs.
Orientation	1 hr.
One course in student's major selected with advisor's approval	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports).....	1 or 2 hrs.
Total	13 to 16 hrs.

Admissions Policy Pertaining to Immunization for Measles and Rubella.

1. A student (including a transfer) entering Holmes Community College for the first time and enrolling for credit must document proof of immunization for measles and rubella.
 - a. Proof of immunization may be documented in the following manner:
 - (1) Documentation (month and year) of immunization which was received after the first birthday.
 - (2) Positive measles and rubella serology titer with date.
 - (3) Physician-documented history of having had measles with date of the disease. History of rubella is not acceptable.
 - b. Temporary exceptions - one semester.
 - (1) Pregnant woman.
 - (2) Woman suspecting pregnancy.
 - (3) Woman anticipating pregnancy within three months.
 - c. Permanent exceptions.
 - (1) Medical disease which will cause a permanent contraindication to immunization.
 - (2) A person born prior to 1957.
2. Before being allowed to register, a student born in 1957 or later must present either of the following:
 - a. A Certificate of Compliance (furnished by the State Department of Health and available at physicians' offices and local health departments).
 - b. A Certificate of Exemption (furnished by the State Department of Health and available at physician's offices and local health departments). If the Certificate of Exemption is **temporary**, a new Certificate of Exemption or a Certificate of Compliance must be presented to register for the next term.

Foreign Students. The following items must be on file in the Admissions Office at least 30 days (excluding holidays) prior to the beginning of the semester of intended enrollment:

1. Application for Admission
2. Complete and official scholastic records
3. Scores on entrance tests
4. TOEFL scores
5. Affidavit of support
6. Room reservation fee
7. Official immunization form

An applicant whose native language is not English is required to submit a score of at least 500 on the Test of English as a foreign language (TOEFL) or must have previous credit in English Composition I and II. Information regarding this test may be obtained by writing

to: TOEFL, Educational Testing Service, Princeton, New Jersey, 08540.

ENTRANCE REQUIREMENTS FOR COMPUTER TECHNOLOGY

The State Board of Vocational-Technical Education has set the following requirements for entrance into computer technology.

1. A satisfactory score on a computer technology aptitude test.
2. A composite score of 16 or higher on the Enhanced ACT, 16 or higher on the math section, and 16 or higher on either the natural science or social science reading sections.
3. Students with an Enhanced ACT composite of 15 may be admitted into an alternative computer technology program.
4. Students with an Enhanced ACT composite of below 15 may not be admitted into computer technology.

VOCATIONAL

(For all except Licensed Practical Nursing)

High School Preparation. (1) A student must have attained the equivalent of a tenth grade education (9 units) at an accredited high school, or (2) must have taken the GED test and earned the minimum scores required for tenth grade equivalency as set by the State Department of Education. Preference for admission will be given to students who have a high school diploma or the equivalent. The classes are limited to 20 students per instructor.

Age. An applicant who is not a high school graduate must be at least 18.

Deposits. An applicant must deposit \$30.00 to reserve a place in a vocational class. This deposit is non-refundable but will apply toward student fees. It is valid only through the first day of registration.

Tests. An applicant will be required to make satisfactory scores on the Test of Adult Basic Education (TABE) prior to enrolling. Other aptitude and placement tests may be required at the discretion of the department. A minimum score on the TABE is required for admission. The individual program minimum are as follows:

Level 8

Cosmetology
Machine Tool Operation/
Machine Shop

Level 7

Heating, Air-Conditioning, and
Refrigeration Mechanics

Level 6

Automotive Mechanics, Auto Body Repair, Welding, Truck Driving.

Special Requirements for a Cosmetology Student.

1. Complete application for admission.
2. Have transcripts sent to Holmes Community College from high schools, and all colleges previously attended. (GED transcript, if applicable).
3. Applicants who are not high school graduates must be 18 years of age or older, and have attained a minimum of 10th grade equivalency.
4. Applicants will be required to take the TABE test prior to enrollment. Students will score at a minimum of Level 8 to qualify for admission.
5. Official Immunization Form.
6. Upon notification appear before an Admissions and Review Committee.
7. Deadline for all admission requirements for Cosmetology is June 30.

LICENSED PRACTICAL NURSING

Admission requirements to be met **before** a student enters training are:

1. The applicant shall be at least **18 years** of age.
2. The applicant must be a high school graduate or have a GED equivalency certificate and provide an official transcript.
3. The applicant shall make satisfactory scores on tests given by Holmes Community College. The tests normally administered are: **Otis Mental Ability** (minimum score expected - **90**), **Test of Adult Basic Education (TABE)** (Minimum score - **8**).
4. After a review and screening of tests scores and other records, the top applicants will be notified and will report for an interview with the Admissions Committee. The Admissions Committee will use a standardized interview evaluation form. After interviewing, the Admissions Committee will select the class.
5. After notification of acceptance, the student will be required to have a physical examination by a physician to be completed prior to the starting date of the class. A standardized examination form shall be provided to each accepted student.
6. Some practical nursing programs are funded by JOB TRAINING PARTNERSHIP ACT (JTPA). Students selected for these programs must meet JTPA eligibility criteria as determined by the Mississippi Employment Security Commission.

The Licensed Practical Nursing program at Holmes Community College is affiliated with four area hospitals.

ASSOCIATE DEGREE NURSING ADMISSION POLICY

The associate degree nursing program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care

needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The associate degree nursing program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi.

The Holmes Community College Associate Degree Nursing program accepts one class each year, beginning in the Fall semester. Students who are accepted but who have not had Anatomy and Physiology I and II must take and successfully pass these courses in the Summer session before beginning nursing classes in the Fall.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the two requirements outlined below.

- 1 - In accordance with the Board of Trustees of State Institutions of Higher Learning's associate degree nursing admission criteria, a student must have an ACT score of 15 or higher on the original Act or 18 or higher on the Enhanced ACT. Each school is permitted a ten percent allowance for high risk students whose ACT scores are less than the minimum required. These students must successfully complete a minimum of twelve semester hours or equivalent before being considered for the nursing program. The student must have made at least a grade of C on the freshman courses of Anatomy and Physiology, both of which are included in the above twelve semester hours.
- 2 - Applicants must also score 11.9 or higher on the Nelson-Denny reading test in order to be considered for admission to the program.

The applicant must have the following information in the ADN Director's office by April 15th.

1. Holmes Community College Application
2. School of Nursing Application
3. ACT Score
4. Transcripts from **ALL** colleges previously attended
5. High School transcript or GED score
6. Nelson-Denny Reading Score
7. Evidence of current licensure as a practical nurse if applicable

The number of students admitted is based on the number of nursing faculty on staff. Standards for Accreditation of Schools of Nursing for the state of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or equivalent qualified

nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

Weighted Scale ADN Admission Policy

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system. The freshman class is selected during the spring semester, prior to fall admission based on data as of January 1.

Selection is academically competitive based on the following categories: ACT and Nelson-Denny reading tests, plus college hours and college Q.P.A. from a regionally accredited school. Additional consideration is given to LPN's, to individuals with 5 years or longer out of high school, and to those who have completed an associate degree or higher in another field since statistics demonstrate these variables to be indicators of success.

If two people have the same score, preference will be given according to their rating on the ACT; or, these being equal, the Nelson-Denny reading test. If the Nelson-Denny reading scores are the same, the one with the highest Q.P.A. will be accepted.

Anytime after the beginning of the spring semester, applications for the following year will be accepted. All material must be in by April 15. Those applicants with the highest scores will be accepted and will be notified by May 1.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon admission, satisfactory reports from a family physician will be required, as well as currently recommended immunizations.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within ten working days indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

ADMISSIONS EXCEPTIONS

Exceptions may be made for a limited number of students with demonstrated academic potential, but who do not meet the admission standards. The number of students admitted under the exception clause will not exceed 5% of the total number of entering freshmen the preceding year. Students may enter under the exception clause only by special action and permission of the Admissions Committee. The exception clause also applies to part-time students, both on and off campus. The exception limit will be calculated separately for full-time and part-time students.

Admission requirements for all students must be met within 4 weeks of the end of registration.

TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his permanent record at another institution. A transfer student who plans to graduate from Holmes Community College must have an official transcript sent from each post-secondary institution previously attended. A student who is on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.



EARLY ENROLLMENT PROGRAM FOR ADVANCED HIGH SCHOOL SENIORS

PURPOSE

The purpose of this program is to provide the opportunity for advanced high school seniors to earn college credit prior to graduation from high school.

Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

ADMISSIONS REQUIREMENTS AND PROCEDURES

1. The student must have earned fourteen units from an accredited high school. Physical education and other non-academic units will not be counted toward the fourteen units. The student must have an overall "B" average on the fourteen units. The student shall request that the high school principal send an official copy of his high school transcript to the Director of Admissions and Records at Holmes Community College at least 10 days before the beginning of the enrollment period.

2. A minimum composite score of 21 on the Enhanced ACT and a minimum of 21 on each subtest area in which the student wishes to take coursework is required. The student may be admitted into the program **provisionally** on the basis of a copy of the high school ACT report. The student would be required to have an official Student Profile Report sent from ACT within the first six weeks of the enrollment period in order to complete admission requirements.

3. The principal of the high school must complete a recommendation form supporting the student's enrollment in the program. The recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts.

4. Full credit will be granted but will be reserved until the student either graduated from high school or is admitted to college as a full-time student.

STUDENT TUITION AND TEXTBOOKS

The student is responsible for paying his own fees and purchasing textbooks.

STUDENT POLICIES AND REGULATIONS

The student would be expected to become familiar with the college catalog and student handbook and to abide by all applicable rules.

ENROLLMENT LIMITS

The student is limited to one course per summer term and two courses per full summer session (day and/or evening in any combination). The student is limited to one course during the fall semester and one course during the spring semester.

APPLICATION PROCEDURE

A student applying for this program must (1) submit an application for admission in person to, and (2) have an interview with, the counselor at the campus where the course will be taken. This should be done at least two weeks prior to registration.



ACADEMIC POLICIES AND REGULATIONS

ORIENTATION AND REGISTRATION

A first-time student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed to be enrolled.

1. Take math/reading placement tests.
2. Fill out registration cards.
3. Have I.D. picture taken, if enrolling as a full-time student.
4. Have picture made for the school annual, if enrolling as a full-time student.
5. Have schedule of classes approved.
6. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his not being accepted as a student at Holmes Community College.

PROBATION AND SUSPENSION

Academic and technical students admitted under the 5% exception clause with Enhanced ACT scores of 13 or below will be admitted to Holmes Community College on probation. An academic or technical student will be scheduled into the Academic Foundations Core, under which he will be required to maintain a Q.P.A. of at least 1.50. This student must repeat any developmental courses he does not pass. Students failing to meet minimum standards of progress at the end of their first semester will not be eligible to return to Holmes as full-time students until (1) their deficiencies have been corrected or until (2) they have remained out of school for at least one semester.

Any student admitted unconditionally to Holmes Community College must meet minimum standards of progress to remain in good academic standing. This means that a student must maintain a Q.P.A. of at least 1.50 each semester. A student who does not meet this standard enters his next semester at Holmes on academic probation. A student who fails to meet the minimum standard for two consecutive semesters will not be eligible to return to Holmes Community College as a full-time student until (1) his deficiencies have been corrected or (2) he has remained out of school for at least one semester.

Any student failing 12 or more hours in one semester will be suspended and ineligible to enroll the following semester. A student on

“earned” academic probation will not receive an excused absence for any classes missed for “school business” trips.

CREDIT FOR NON-CLASSROOM EXPERIENCES **(Includes AP, CLEP, Correspondence Courses, Military Service)**

Holmes Community College (HCC) will accept credit earned through national examination programs, correspondence courses, and military service subject to the following requirements and limitations:

GENERAL

A. A student must enroll in HCC and earn a minimum of 16 semester hours of credit through regular classroom attendance before non-classroom credit will be recorded on his permanent record.

B. Credit is awarded only in areas which fall within the regular curricular offerings of HCC - i.e. HCC teaches an equivalent course - and must be appropriately related to the student's current educational goals.

C. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and District Academic Coordinator. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.

D. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is 30 semester hours.

PROGRAMS

ADVANCED PLACEMENT PROGRAM (AP)

Requirements - Standard score of 3 or higher. **Credit** awarded ranges from 3 to 8 semester hours. **Limitations** - The total amount of credit earned through AP exams is limited to 24 semester hours. Students with AP scores of 3 or higher should contact the District Academic Coordinator, Goodman Campus, for the latest policy statement.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Requirements for General Examinations - English Composition - minimum scaled score of 390; Humanities, Mathematics, Natural Sciences, and Social Sciences/History - minimum scaled score of 500. **Requirements** for selected subject examinations - minimum scaled score of 50. **Credit** awarded ranges from 3 to 8 semester hours per test. **Limitations** - The total amount of credit earned through CLEP general exams and/or subject exams in any combination is twenty-four (24) semester hours. Prior to registering for a CLEP exam, the student

should contact the District Coordinator of Student Services, Goodman Campus, for the latest policy statement.

CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities. **Limitations** - The total amount of credit earned from correspondence courses which may be applied toward an associate degree at Holmes is 12 semester hours. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory, clinical, or shop component will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the District Academic Coordinator, Goodman Campus.

MILITARY SERVICE

HCC will award credit for military experiences toward a degree or certificate according to the American Council on Education recommendations. **Limitations** - the maximum amount of credit awarded for military experience is 16 semester hours. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the District Academic Coordinator on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance.

ABSENCES

Academic, Technical, and Vocational Absences. Registration for a section of a course makes the student responsible for attending that class until the course is completed unless an official withdrawal is completed. The college reserves the right to sever its relationship with any student who is excessively absent. Absences are considered to be excessive when they exceed the number of times the course meets in two weeks. If a student incurs excessive absences in a class, his record will be reviewed by an Absence Sub-Committee. Unless there are extenuating circumstances such as extended illness combined with no unexcused absences, the student will be administratively withdrawn from the class. The student may appeal to the full Absence Committee if he is not satisfied with the ruling of the sub-committee. The student must request in writing that a meeting be called to hear his appeal.

The student is responsible for all class work missed during absences, including school business absences. Additional make-up work for unexcused absences may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional makeup work if the absence is unexcused.

A record of absences is to be kept in the teacher's grade book and turned in to the Records Office on grade sheets at the end of nine weeks and at the end of the semester. The semester grade sheet will include the absences incurred during the first nine weeks. This report will consist of the number of absences, not the actual dates. These are for record keeping purposes and will not show on the student's transcript.

Academic and Technical Excused Absences. Sickness off campus should be substantiated with: (1) a doctor's statement when attended by a doctor or dentist. (2) a statement from parents for absence of one or two-day duration when the absence is due to illness of a student or to a death in the family.

In cases of an absence due to personal business, any documentation such as receipts, court summons, military orders, etc., should be retained by the student. All excuses for absences should be presented to the instructors, then brought to the Chief Academic Officer to be placed in student's file. the Chief Academic Officer at each location issues school business excuses for students who represent the school at approved activities; such as, athletic events, club meetings, and field trips. School business excuses do not count toward the "cut-out" number in a class.

Academic and Technical Tardies. Students should realize that tardiness causes a delay and disruption of a class. When a student is tardy to a class, he must remain after class and inform the teacher he was tardy, not absent. Failure to do this may result in his being reported absent. This will be impossible to correct at a later date. Each teacher has complete authority to decide if a tardy should count as an absence.

Vocational Absences. Instructors shall report all absences daily to the counselor's office, where a master file will be retained on each student. Each time a student is absent for any reason, the instructor will inquire as to the reason for the absence. The student will be required to fill out an absence form (furnished by instructor), showing date of absence and reason indicated for absence and having the student's signature. The instructor will return this form to the counselor's office where it will be placed in the student's file.

The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day absences will constitute one complete day's absence. When a student is absent three complete days, he will be sent a warning letter. Notification will be made in writing with copies to the student, parents, coaches (for athletes) and others deemed necessary. If a student incurs excessive absences in class, his record will be reviewed by an Absence Sub-Committee. Unless there are

extenuating circumstances, when a student is absent five complete days, he will be withdrawn from class with a grade of W, WP, or WF; and he will be notified of his withdrawal. The student has the right to appeal this withdrawal by submitting a written request, in person, to the Vo-Tech Director within two days after receipt notification.

Vocational Tardies. A student arriving late for class is considered tardy. Two tardies will constitute one-half day’s absence. Anyone tardy must notify the instructor that he is tardy and not absent. Anyone reporting to class more than thirty minutes late will be counted as absent for that half day.

CHANGES IN CLASS SCHEDULE

Changes in a student’s class schedule, including those initiated for a department’s convenience, must first be approved by the appropriate administrative office for each campus/center.

CLASS STANDING

A student’s classification is determined by the amount of work completed, as follows:

Freshman	0-23 semester hours
Sophomore	24 and above semester hours

EXAMINATIONS

Regularly Scheduled Examinations. The regular examinations scheduled at the end of each semester are given at 8:00, 10:15, and 1:15. The complete schedule of examinations is announced during the semester.

Business Office Debts. Students’ accounts must be paid in full before their transcripts will be released and before they can register for the next term.

Eligibility. No student is eligible to take an examination unless he is free from all arrearages in fees, such as laboratory or library fees, or fines.

Standards of Honesty. Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

Presence during Examination. If a student is present at all during the examination, he shall be regarded as having attended the examination, and will be so reported by the examiner.

Absence during Examination. Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit value of work involved in attendance upon lectures or recitations for one class hour a week for one semester, or upon laboratory work varying from two to four hours a week for one semester.

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

Passing Grades

A Excellent

B Good

C Satisfactory

D Lowest passing grade

Other Grades and Marks

F Failure

I Incomplete

W Withdrew

WP Withdrew Passing

WF Withdrew Failing

Quality Points. The value of each grade in quality points is as follows: A, 4; B, 3; C, 2; D, 1; F, 0.

C Average. A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

F Grade. The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his work through the semester and his final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his absence.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period (excluding Christmas Holidays), the grade automatically becomes an "F". This applies to both mid-semester and semester grades.

W Grade. The mark “W” is recorded if the student officially withdraws after registration but before mid-semester. No mark is recorded for a withdrawal made before the end of registration.

WP and WF. A mark of “WP” or “WF” is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination. “WF” grades are figured as “F’s” in computing quality point averages.

Auditing A Course. A student may audit a course by scheduling the course as an “audit” at the time of registration. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student’s load for fee purposes. A student may in succeeding semesters take for credit any course previously audited. An audited course will be reflected on the student’s permanent record as “AUD”.

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of “W” will be assigned if a student drops an “audit” course or is withdrawn because of excessive absences.

Audit students may be required, at the discretion of the instructor, to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from “audit” to “credit” will be the last day to register and add classes for an enrollment period. The deadline for changing from “credit” to “audit” will be the last day to withdraw without receiving a grade. A student who wishes to change from “audit” to “credit” or vice versa must go to the office in charge of schedule changes prior to the deadline. The regular fee for schedule changes will be charged.

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor’s degree.

The college recognizes that many transfer students will not be seeking a degree or certificate from Holmes Community College. Therefore, transfer credit is evaluated only when a student declares himself a candidate for a degree or certificate and requests an official evaluation from the District Academic Coordinator. This should be done prior to enrollment, if possible, and no later than the end of the first enrollment period.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the college level examination program.

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have a cumulative quality point average of 2.00 ("C" average) on all hours attempted as well as a "C" average on work attempted at Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

INSTITUTIONAL CREDIT

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "O" in the course number.

COURSE REPEATS

If two or more final grades are recorded for the same course, all grades received in that course (not including W and WP) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record. It is the student's responsibility to request that a repeat card be filled out when he registers if he is repeating a course.

GRADE REPORTS

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Records Office. A charge of one dollar will be made for each copy.

STUDENT LOAD

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his normal schedule would call for this or when he has maintained an average of **B** or better. **No** student may take more than twenty-one hours in any one semester.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he should notify the appropriate administrative office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in WF's in all classes.

DEGREES AND CERTIFICATES

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, one-year technical certificates, and one-year or two-year vocational certificates.

REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE (AA)

This degree is awarded to university transfer majors.

1. General Education Core:
ENG 1113 & 1123 - English Composition I & II
MAT 1313 - College Algebra
SPT 1113 - Oral Communication
Natural Sciences - Two courses - 6 or 8 hours credit
Humanities - one course
Social Studies/Behavioral Sciences - one course
Fine Arts, Humanities, or Soc. Studies/Behav. Sci. - one course
TOTAL 27 - 29 hours
2. Sixty-four semester hours (excluding developmental/remedial hours)
3. A 2.00 cumulative quality point average (see TRANSFER CREDITS)
4. A 2.00 quality point average on Holmes Community College credits
5. Additional requirements for music majors are stated on page 104-106

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

This degree is awarded to Technical majors (including associate degree nursing) and is not designed to transfer.

1. General Education Core:

ENG 1113 & 1123 - English Composition I & II

*MAT 1313 - College Algebra or natural science & math course

SPT 1113 - Oral Communication

Social Studies/Behavioral Sciences - one course

TOTAL 15 - 18 hours

*Associate degree nursing students are not required to take MAT 1313. Computational skills instruction is included in the associate degree nursing curriculum.

2. Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus vo-tec director, and the district coordinator.
3. Sixty-four semester hours (excluding developmental/remedial hours)
4. A 2.00 cumulative quality point average (see TRANSFER CREDITS)
5. A 2.00 quality point average on Holmes Community College credits

REQUIREMENTS FOR THE CERTIFICATE OF GRADUATION

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. General Education Core:

ENG 1113 & 1123 - English Composition I & II

2. Sixty-four semester hours

b

REQUIREMENTS FOR THE ONE-YEAR TECHNICAL CERTIFICATE

This is a special Business Technology certificate awarded to students who complete a one-year program in Office Assistant or Computer Operations.

1. Complete the prescribed set of courses or have a substitute approved by a faculty advisor, campus vo-tech director, and the district coordinator.
2. A 2.00 quality point average on the prescribed set of courses

REQUIREMENTS FOR VOCATIONAL CERTIFICATES

This is a certificate awarded for completion of a clock hour program. Vocational programs vary from 8 weeks to two years in length. Students receive semester hour credit, but it is considered "nondegree" credit and will not apply toward an AA or AAS degree.

1. Complete the prescribed set of courses and clock-hours
2. A 2.00 quality point average on the prescribed set of courses

APPLYING FOR GRADUATION

All candidates for graduation must file their applications for a diploma with the Records Office. December graduates must file during the first two weeks of October; and any student graduating in May must file during the first two weeks of February. Graduation fees (\$30.00 for May, \$15.00 for December) must be paid at these times.

A candidate shall not be eligible to receive a one-year technical certificate and an AAS degree at the same graduation.

Residency. Sixteen semester hours of credit must be earned through regular classroom attendance in order to receive an associate degree or a vocational certificate awarded for completion of a one- or two-year program. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirement. This requirement is applicable for students entering Holmes Community College the fall semester of 1992 or later. Students who entered prior to this date will be given until the end of the second summer term of 1994 to graduate under the 15 hour residency requirement.

GRADE RECOGNITION AND HONORS

A. GRADE RECOGNITION

1. Academic and technical students with exemplary quality point averages are recognized at the end of each mid-semester and at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours. Enrollment in one or more developmental courses disqualifies the student from either list for that grading period.

PRESIDENT'S LIST: Those students who have a quality point average of 3.7 to 4.0

DEAN'S LIST: Those students who have a quality point average of 3.4 to 3.69.

2. Full-time vocational students with quality point averages of 3.5 to 4.0 will be placed on a Vocational Honors List.

B. GRADUATION HONORS

1. Rank in class:

In order to receive class ranking, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 cumulative quality point average. The student(s) with the highest QPA (excluding developmental courses and Math 1213, 1233) will be recognized as Valedictorian, while the student(s) with the next highest QPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.

2. Honors and highest honors:

Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their cumulative quality point averages. These honors will be:

- a. Highest honors - for those students QPA's of 3.7 to 4.0
- b. Honors - for those students with QPA's of 3.4 to 3.69.

REVERSE TRANSFER GRADUATION

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his last date of attendance at Holmes Community College.
3. The student's last semester of full-time attendance prior to completing the degree requirements must have been at Holmes Community College.

EARNING A SECOND DEGREE FROM HOLMES

A student who has received a *Certificate of Graduation* may earn an AA or AAS degree by completing the degree requirements.

A student who has received an AAS degree may earn an AA degree or a second AAS in a different curriculum by completing the degree requirements and earning a minimum of 15 semester hours of additional credit.

A student who has received an AA degree may earn an AAS degree by completing the degree requirements and earning a minimum of 15 semester hours of additional credit. A student may not earn a second AA degree.

A student who wishes to earn a second degree should request a transcript evaluation by the Academic Dean prior to enrolling for courses.

A student who earns a second degree will not be required to participate in the graduation ceremony, but may do so if he chooses.

TRANSCRIPTS

One transcript will be furnished each student free of charge. For each additional transcript, there will be a charge of two dollars.

STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Director of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarded financial assistance (grants scholarships, and loans); name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student.



EXPENSES

	Mississippi Students Each Semester	
General Fees for Full-time Students	Commuting	Dormitory
*Entrance Fee (Matriculation/Tuition)	\$502	\$505
**Room Rent (Due at registration/Non-ref)		250
***Board/Meals (One-third due at registration)		450
TOTALS	\$502	\$1205

DEFERRED PAYMENT SCHEDULE FOR DORMITORY STUDENTS

First Payment:	\$905 (Entrance Fee, Room Fee, 1/3 Board)	
Second Payment:	150 (1/3 Board)	
Third Payment:	150 (1/3 Board)	
	Fall Semester, 1993	Spring Semester, 1994
First Payment:	August 19, 1993	January 10, 1994
Second Payment:	October 4, 1993	February 21, 1994
Third Payment:	November 8, 1993	April 5, 1994
	Fall Semester, 1994	Spring Semester, 1995
First Payment:	August 18, 1994	January 9, 1995
Second Payment:	October 3, 1994	February 20, 1995
Third Payment:	November 7, 1994	April 4, 1995

SPECIAL FEES

Out-of-State Student Fee (Due each semester/Non-ref)	\$500
Foreign Student Service Fee (One-time fee)	100
Graduation Fee	30
Adding a Course	5
****Room Processing/Reservation Fee (Non-Refundable)	20
****Room Key/Damage Fee (Refundable less damage)	20
SEMESTER HOUR FEE FOR PART-TIME/SUMMER SCHOOL STUDENTS	\$ 50

- *Due at Registration
- **Five-day week
- ***Monday morning through Friday noon
- ****This fee is mandatory for ALL dormitory students and must be paid directly to the Dean of Student Services in McDaniel Hall **PRIOR TO DORMITORY OCCUPANCY.**

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, a post office box for each student, a parking permit, and the student activities fee.

An I.D. card is issued to each full-time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

- 1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
- 2. Admits the student to the student union building.
- 3. Admits the student to the library.
- 4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

CHANGING STATUS FROM FULL-TIME TO PART-TIME

A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status before the last day of registration will have his fees adjusted to the part-time student rate. There will be no adjustments made for dropping to part-time status after the last day of registration.

SPECIAL PLAN FOR SENIOR CITIZENS

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college as space permits without paying any fee except for equipment necessary for some vocational-technical classes.

**REQUIRED SPECIAL TOOLS AND/OR EQUIPMENT
VOCATIONAL AND TECHNICAL**

Auto Body Repair	\$400.00
Automotive Mechanics	250.00
Architectural Design and Construction	200.00
Cosmetology	400.00
Drafting and Design	100.00
Communication Electronics	200.00
Machine Shop	300.00
Heating, Refrigeration and Air Conditioning	450.00
Welding	150.00
Truck Driver Training	50.00

Students should check with their instructor prior to purchasing books, tools, and supplies. Prices are subject to change.

REFUND POLICY

- a. A portion of the entrance fee (Fall semester — \$100, Spring semester — \$75) is for matriculation and is non-refundable. In addition to the matriculation fee, each student pays a non-refundable activities fee of \$5.00 for a dorm student and \$2.00 for a commuting student. The remainder of the entrance fee is refundable as follows:

One week or less	90 percent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or weeks	0 per cent

- b. Room rent of \$250.00 per semester is non-refundable.
- c. Board is refunded on the basis of weeks left in a semester after the week in which the withdrawal occurs. The date of withdrawal shall be the date of signing of the official withdrawal sheet by the business office. No reduction is made for absences of less than two continuous weeks (holidays excluded).
- d. Refund policy for veterans provides that a refund will be made upon application on a pro-rata basis to an eligible person (service man or active duty, veteran, or war orphan) in receipt of educational benefits pursuing courses of instruction on a vocational clock hour basis from the Veterans Administration under existing published laws.



STUDENT SERVICES

COUNSELING AND ADVISEMENT

The Guidance Department provides academic, social, personal, and vocational counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing vocational and career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems but also to discuss ways of constantly improving the skills required for effective living.

REACH PROGRAM

Receive Educational Attention, Challenge, and Help

This single parent/homemaker program is designed to provide special counseling and other services for the non-typical student. Students who are single parents or students who are returning to school after several years' break in their formal education are assisted by the REACH program.

STUDENT SUPPORT SERVICES

The purpose of Student Support Services is to bridge the gap between high school and college in order to give students more meaningful experiences while gaining a college education. The program is designed to assist eligible students entering, continuing, or resuming academic programs.

The Student Support Services Program provides selected participants with supportive services including counseling, basic skills instruction, tutoring, and information concerning college admissions and financial aid. Program activities help students attain academic, social, and personal success.

SEX EQUITY

Holmes Community College Sex Equity program is designed to assist in relevant training and vocational education activities to men and women who desire to enter occupations that are not traditionally associated with their sex.

The Sex Equity program also offers assistance in career counseling, employment skills, and job placement upon completion of training.

ORIENTATION

The first day of school will include an orientation program designed to introduce students to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.

TESTING

Holmes Community College is a test center for the American College Test (ACT), the Test of Adult Basic Education (TABE), College Level Examination Programm (CLEP), and General Educational Development Test (GED). Applications for each of these tests may be obtained from the Guidance office.

The Guidance and Student Services Department provides a variety of specialized test for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

PLACEMENT

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Guidance and Student Services Department, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.

HEALTH SERVICE

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, security officer, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe nature, contact the security officer on duty, the Dean of Student Services, or the Chief Student Services Officer on your campus. In an emergency situation, students may be taken to a doctor or hospital by a security officer, if available, or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and local hospitals close to each campus.

Expenses for all medical treatment are the responsibility of each individual student.

FINANCIAL AID

Financial aid is available to help students meet postsecondary education costs through a program of grants (Pell Grant, Supplemental Education Opportunity Grants, and State Student Incentive Grants), workstudy, and scholarships. We assist students with applications for Mississippi Guaranteed Student Loans.

Holmes Community College participates in the American College Testing Program Services (ACT) and the Application for Federal Student Aid; these are services that assist schools and agencies throughout the nation in determining a student's financial need. The ACT

Family Financial Statement and the Pell Grant Student Aid Report are the documents used by Holmes Community College to determine eligibility for financial aid. Either the ACT Family Financial Statement or the Pell Grant Student Aid Report can be obtained from the Financial Aid Office.

In order for a student to be considered for the campus-based programs (Work-Study, Supplemental Educational Opportunity Grant, and State Student Incentive Grant), the student must have on file in the Financial Aid Office a Holmes Community College Application for Financial Aid, ACT Family Financial Statement or the Pell Grant Student Aid Report.

In order for a student to be considered for the Guaranteed Student Loan Program, the student must have on file in the Financial Aid Office an ACT Family Financial Statement or the Pell Grant Student Aid Report. Students must also have applied and be fully admitted to Holmes Community College to be considered for any of the above mentioned financial aid.

Applications for financial aid are requested as early as possible, but will be considered any time as long as there is money available.

**HOLMES COMMUNITY COLLEGE DISTRICT
POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR
FEDERALLY FUNDED FINANCIAL AID**

In order to remain eligible to enroll in college and receive Title IV financial assistance such as: Pell Grants, Supplemental Educational Opportunity Grants (SEOG), State Student Incentive Grants (SSIG), College Work-Study (CWS), Guaranteed Student Loan (GSL), and PLUS/SLS Loans, all students must progress satisfactorily towards completion of a chosen academic, technical or vocational program. This is a requirement established by the U.S. Department of Education and the U.S. Congress.

Satisfactory progress will be measured according to the following table for full-time and part-time students:

Cumulative Semester Hours Attempted	1-16	17-32	33-48	49-64	64 +	64 +	64 +	64 +
Cumulative Grade Point Average*	1.5	1.5	1.75	2.0	2.0	2.0	2.0	2.0

*The Cumulative G.P.A. requirement will be waived after any semester if the student meets the hour requirement and has a G.P.A. for the current semester of 2.0 or greater.

Hours Attempted: Number of hours a student is enrolled in at the end of one-third ($\frac{1}{3}$) of the term. Withdrawal grades will be counted as hours attempted, whether W, WF, or WP.

Maximum Time: A student will not be eligible for any financial aid after eight (8) full-time semesters regardless of G.P.A., hours attempted, or changes of program.

Cumulative Records: A student's entire academic record at Holmes Community College will be evaluated to determine eligibility for financial aid, regardless of whether or not they have received aid for all semesters.

Probation: Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

Financial Aid Suspension: Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

Notification: Students who are placed on probation or suspension will be notified in writing from the Financial Aid Office.

Reinstatement: In order to be reinstated on financial aid, a student must attend at his/her own expense and attain the required hours and G.P.A. as required for satisfactory progress.

Transfer Student: Transfer students will enter with the same status for financial aid as an entering freshman.

Remedial Courses: Since students receive institutional credit and grades for remedial courses, they will be treated in the same manner as regular courses.

Repeating Courses: Students can only repeat courses one time and still have them considered in determining their enrollment status for purposes of receiving financial aid.

Incompletes: A student must remove an incomplete (I) grade within the two weeks following the grading period or the grade automatically becomes an "F". An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

Non-Credit Courses: Non-credit courses will not count in hours attempted.

Withdrawals: Any semester in which a student withdraws for any reason will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid. W, WF, and WPs will be counted as hours attempted.

Standards of Progress Review: All students' records are reviewed at the end of each semester.

Appeal Process: Students failing to meet minimum standards who have extenuating circumstances or who have a reasonable basis for special consideration may appeal their suspension to the District Admissions Committee. This appeal should be in writing and presented at least one week prior to the beginning of the next semester. The appeal should be sent to the Director of Financial Aid, Holmes Community College, Goodman, MS.

Note: Financial aid suspension does not prevent a student from attending Holmes Community College if they are not on academic suspension.

For further information about the various financial aid programs, requirements, eligibility, student's rights and responsibilities, standards or progress, refund policy, etc., please refer to the Financial Aid Handbook or contact the Director of Financial Aid. The Financial Aid office is located on the first floor of the District Administration Building.

SCHOLARSHIPS

Achievement Scholarships

1. Board of Trustees Scholarship
2. President's Scholarship:
Academic, Vocational, & Technical Students
3. Valedictorian and Salutatorian
4. VICA Scholarship
5. Diversified Technology Scholarship

Performance Scholarships

1. Athletic Scholarships
2. Cheerleader Scholarships
3. Drama Scholarships
4. Music Scholarships

Holmes Community College Development Foundation Scholarships

1. The Belk Family Scholarship
2. The Frank B. Branch Memorial Scholarship
3. The Dr. Paul B. Brumby Memorial Scholarship
4. The Evelyn H. Clark Memorial Drama Scholarship
5. The F. C. & Annie P. Dailey Nursing Scholarship
6. The Gibson Family Scholarship
7. The Kay Hodges Memorial Scholarship
8. Journalism Scholarship
9. Mr. and Mrs. M. C. McDaniel Scholarship
10. The Gayden Schrock Memorial Scholarship
11. The Ray Moore Clower Scholarship

Patronage Scholarship

1. The John C. Downey Scholarship
2. The Miss. Rural Rehabilitation Corporation Agriculture Scholarship
3. The Dr. Samuel Massey Medical Scholarship
4. Trustmark National Bank Scholarship Program For Graduating Seniors

5. The Citizen Bank/Canton Vo-Tech Center Scholarship
6. Peoples Bank & Trust Co. College Scholarship
7. Toyota Motors Scholarship

Board of Trustees Scholarship: This scholarship is designed to cover the cost of tuition, room and board for up to four consecutive semesters, fall and spring semesters only. Student must be full-time with an enhanced ACT composite of 28 or higher. The student must meet all admission requirements and maintain at least a 3.0 cumulative QPA in order to continue to be eligible to receive this scholarship. This scholarship does not cover the matriculation fee or the student activities fee.

President's Scholarship: This scholarship is designed to cover the cost of tuition at Holmes Community College with the exception of the matriculation fee and the student activities fee. It does not include room and board. It is available to full-time day students with an enhanced ACT composite of 20 or higher. The student must maintain at least a 3.0 cumulative Q.P.A. in order to continue to be eligible to receive scholarship funds.

REGULATIONS FOR BOARD OF TRUSTEES SCHOLARSHIPS AND PRESIDENT'S SCHOLARSHIPS

Out-of-state students are not eligible for this scholarship.

Students eligible for the Board of Trustees Scholarship would not be eligible for other H.C.C. scholarships, because a student cannot receive in scholarships more than the published cost of attending school per semester.

Students eligible for the President's Scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc. up to, but not more than the published cost of attending school per semester.

Student must have official ACT scores on file before award will be made.

Awards will be made to entering freshmen at the beginning of both the fall and spring semesters.

Awards will be made to transfer students at the beginning of the fall semester only.

Transfer students must meet the same ACT & Q.P.A. requirements as native students.

Students who re-test and become eligible for this scholarship after a registration deadline will not receive their award until the beginning

of the next fall semester, provided they enroll as full-time students (evening and audit classes excluded).

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from high school in the Holmes Community College District are eligible for a \$100.00 award, provided they have an Enhanced ACT composite score of at least 20.

VICA Scholarships: It is proposed that scholarships be awarded to the first place winners of the District VICA Contest in the areas of Auto Mechanics, Precision Machining, and Welding. These scholarships are valid for any vocational program at Holmes Community College that students may choose. It is further proposed that scholarships be awarded to the first place winners in the State VICA Contest in the areas of Electronics, Cosmetology, Air Conditioning/Refrigeration, and Auto Body Repair. In the event that there are no state winners from the H.C.C. area, the Scholarship Committee will select the recipients of these awards based upon scholarship applications received by the H.C.C. vocational counselor from area high school counselors. The criteria for these selections will be determined by the scholarship committee and the vocational department.

Diversified Technology Scholarship: This is a merit scholarship awarded to students who place first, second, or third in any competitive event at the Technology Student Association's Annual Conference.

Students placing first will be awarded \$350 per semester. Second place winners will be awarded \$300 per semester, and third place winners will receive \$250 per semester. The scholarship may be applied to tuition, room and board, or any other expenses incurred by a full time day student.

This scholarship is available only to Industrial Education and Technical Education majors who maintain a 2.5 cumulative quality point average.

Students eligible for the Diversified Technology scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of Holmes Community College.

Scholarship Regulations:

1. Awards will be made to first time entering freshmen at the beginning of the fall semester. Subsequent to the initial award, the scholarship will be in effect for three additional consecutive semesters provided appropriate requirements are met.

2. This scholarship is credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.
3. This scholarship does not cover the matriculation fee or the student activities fee.

*No out-of-state students are eligible to receive academic and technical scholarships.

Athletic Scholarships

Grant-in-Aid Scholarships are awarded in football, baseball, and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which he/she is interested at the college.

Cheerleader Scholarships

Scholarships are available to cheerleaders at a rate of \$250.00 per year. This scholarship will be awarded on a semester basis. Cheerleaders are chosen by a faculty-staff committee with selection based on performance at tryouts held in May. Applications are available from McDaniel Building.

Drama Scholarships

Scholarships are based on talent and performance. These scholarships, available to students interested in Drama, range from \$25 to \$100 per year, with awards being based on tryout performance and participation in the various presentations.

Music Scholarships

Band (Instrumental) scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.*

Choir (Vocal) scholarships are available to students who are musically talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Students may hold vocal scholarships concurrently with band scholarships.*

Keyboard (Piano and Organ) scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships.

Students may receive music scholarships awards concurrently with other scholarships.*

Holmes Community College Development Foundation Scholarships

The Belk Family Scholarship: This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.*

Frank B. Branch Memorial Scholarship: This scholarship is given in honor of the Late Frank B. Branch, former President of Holmes Community College from December 9, 1955 to June 30, 1976. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.*

The Dr. Paul B. Brumby Memorial Scholarships: These scholarships were established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. These scholarships are awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of these scholarships is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.*

The Evelyn H. Clark Memorial Scholarship: This is awarded in honor of the late Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Community College. The Scholarship Committee of the Holmes Community College Development Foundation will select a sophomore as the recipient of this award, based on talent, scholarship, character and dedication.*

The F. C. Annie P. Dailey Memorial Nursing Scholarship: This Scholarship is given in honor of the late Mr. and Mrs. F. C. and Annie P. Dailey, a life-long resident of Grenada county. The award will be made to a nursing student attending the Grenada Center and who is

a resident of Grenada county. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

Gibson Family Scholarship: Scholarship requirements are as follows:

Resident of Webster or Choctaw County

High School Graduate with B average

One-half of annual scholarship paid Fall Semester and remaining one-half paid Spring Semester.

The Kay Hodges Scholarship: This scholarship was established at Holmes Community College by the Hodges Family and her sister, Mellie Boyd. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

Journalism Scholarship: A scholarship is available to the editor of the Growl each year. This scholarship is based on ability, character, and leadership.*

Mr. and Mrs. M. C. McDaniel Scholarship: The Mr. and Mrs. M. C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award in the amount of \$400.00 is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.*

The Gayden Schrock Memorial Scholarship: Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala county and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principles. The recipient must maintain a 3.0 grade point average.

The Ray Moore Clower Scholarship: Dr. Starkey A. Morgan, President of Holmes Community College established The Ray Moore Clower Scholarship, son of noted humorist Jerry Clower. The scholarship, available to either a Holmes freshman or sophomore, will be awarded by the Holmes Community College Scholarship Committee at the beginning of each school year. Selection will be based upon scholastic ability, leadership, integrity, and need.

PATRONAGE SCHOLARSHIPS

The John C. Downey Scholarship: The Parker-Hannifin Corporation of Madison, MS has established a \$500.00 scholarship in honor of Mr. John C. Downey who as a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison county, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business.

The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 grade point average.

The Mississippi Rural Rehabilitation Corporation Scholarship: This scholarship will carry a stipend of \$500.00 for the academic year, with payments of \$250.00 to be made each semester. Students must have maintained a 2.0 QPA or better during their freshman year to be considered for a scholarship for their sophomore year. The requirements for the scholarships are as follows:

1. Be from a rural environment.
2. Have a financial need as demonstrated by meeting eligibility requirements for federal aid.
3. Be majoring in Agriculture or an Agriculture-related field (For example: Home-Ec, Forestry, Horticulture, Veterinary Medicine, Veterinary Technician, etc.)
4. Will be a sophomore by the college's definition.
5. Have maintained a minimum of 2.0 grade point average on all work attempted to date.
6. Is or will be enrolled as a full-time student for the semester following the receipt of the scholarship.

The Holmes Community College Scholarship Committee will select the recipient from applications received.

Samuel A. Massey Medical Scholarship Fund: A fund established by Holmes Community College alumnus Dr. Samuel A. Massey, the monies allotted for scholarships are set aside to train those who wish to pursue training in any field of medicine that requires a degree: associate, baccalaureate, or graduate. While economic need is considered, it is not the sole criteria by which applicants are selected. Scholarship, leadership, and a willingness to donate 10 percent of their time, once admitted to the health-care community, to those in need of medical attention is also a consideration for those selected as recipients. Selection is made each spring by an independent board of directors, with board members representing Holmes Community College and the Massey family. The application deadline is March 1.

Trustmark National Bank Scholarship Program For Graduating Seniors: Trustmark National Bank of Jackson, MS has established a scholarship program for high school seniors from low income families in Hinds, Madison and Rankin counties who will attend either Holmes or Hinds Community College. To qualify for this scholarship for graduating seniors, a student must apply to Holmes or Hinds Community College, be from a household with a combined income of \$15,000 or less, be a current high school graduate, have a "C" average or better, not have a record of disciplinary problems, and have a composite score of 14 or more on the ACT.

The Citizen Bank/Canton Vo-Tech Center Scholarship: The Citizen Bank of Canton in participation with the Adopt-A-School Program has established an on-going scholarship for a student from Canton Vo-Tech Center to attend Holmes Community College. Students may pick-up applications at the Canton Vo-Tech Center, Guidance Department. There is a March 15 deadline.

The Peoples Bank & Trust Co. Senior College Scholarship: This Scholarship will be presented to a graduating student who plans to further his/her education in the field of Business.

The Toyota Technical Education Scholarships: Given by the Toyota Motor Co. USA, these scholarships are available to second year Automotive Mechanics students. The criteria for selection of these scholarship will be determined by the Automotive Department and the Vocational-Technical Administration.

The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

Students who would like to apply for scholarships should contact the Director of Financial Aid or the Director of Admissions for a Scholarship Application.

Other Financial Aid Resources

- 1) Veterans' Benefits
- 2) Vocational Rehabilitation
- 3) National Guard Educational Assistance

*All grants (Pell, SEOG, and SSIG) will be paid after the sixth (6th) week of each semester. Students who withdraw or drop below full-time status will have their grants adjusted or removed accordingly. Students on college work-study will be paid once a month.

**Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.

2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.

3. A dorm student receiving grants (Pell, SEOG, and SSIG) cannot receive over \$300 above the cost of attending school per semester. A day student receiving grants (Pell, SEOG, and SSIG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook, HCC Catalogue, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, Goodman, MS 39079.

STUDENT HOUSING (Goodman Campus Only)

There are five dormitories on campus providing space for 300 men students and 250 women students.

Dormitory rooms are generally filled by the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

Room are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for the care of the room and its furnishings.

Room reservations are made only after payment of \$20 reservation fee. This fee is non-refundable. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

RESIDENCE HALL HOURS

All residence halls open at 4:00 p.m. Sunday afternoons and close at 4:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and/or exams are completed. Residence Halls are closed on weekends unless permission has been obtained to stay.

AUTOMOBILES ON CAMPUS

Students who wish to operate an automobile on the campus must register the car in the office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students—dormitory and non-dormitory alike.

BOOKS

Books and supplies may be purchased from the book store located on your campus.

By careful buying and use of books, the cost may be kept to a minimum.

MAIL SERVICE (Goodman Campus Only)

Students mail should be addressed to the student, Holmes Community College, P.O. Box, Goodman, MS 39079. Students receive their mail through post office boxes in the Lorange Center. Students must register for a post office box with the Bookstore Manager.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and assemblies and have regard for college property.

Guides for routine campus and dormitory life are provided students through announcements, student meetings, bulletins, and student handbooks. Through action by the disciplinary committee a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done

through evening classes both on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

VETERAN BENEFITS

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA education benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A revised statement of the standards of progress and attendance that apply to all veterans under Chapter 106, 30, 32, 34, and 35 of Title 38 is available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on August 24, 1987, and was implemented beginning with the fall semester of 1987. The statement is in compliance with VA Regulation 14253 (D).

CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

Band. Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Baptist Student Union (BSU). The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

Cheerleaders. The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

Choir. The choir is known for its high standards of excellence. Membership is by audition and is open to all students.

Coachmen. A vocal ensemble that performs popular and sacred music. Many concerts are given in district high schools and churches throughout the year. Membership is by audition and is open to HCC choir members.

College Republican Club purposes to provide students interested in political affairs and republican beliefs with the opportunity to meet and discuss interests. The club will serve the History, Political Science, and government departments by getting more students involved with political affairs and government. The club hopes to get more college students interested in getting involved with how their nation is to be run by voting in national and local elections. The club plans to meet during 7th period every first Wednesday in each month.

Collegiate Service Club. The HCC Collegiate Service Club is a service organization designed to promote better citizenship in the home, school, and country. The club sponsors a variety of service projects for the benefit of students and organizations serving the Holmes Community College District.

Cosmetology Club. The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

Creative Arts Club. The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

Delta Epsilon Chi (DECA). Delta Epsilon Chi is an organization for students majoring in Fashion Merchandising, Marketing and Cooperative Education. Activities include emphasis on leadership development, social intelligence, civic consciousness, and vocational understanding. Students attend seminars and state and national conferences.

Delta Psi Omega. Delta Psi Omega is the national honorary dramatics fraternity in junior colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Fellowship of Christian Athletes. Membership is open to all athletes, both those currently active and those not participating on an organized team. Dedicated to promoting Christian ideas both on and off the field of play.

Holme-Towne Players. This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

Industrial Education Club. The purpose of the club is to promote good Industrial Education public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Industrial Education majors, Engineering Technology majors and minors.

Math and Combined Sciences Club. MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs that are open to all students taking upper math or science courses. All students are welcome to attend MACS meetings.

PASTE-Preschool Association of Students, Teachers, and Educators. The purpose of this club is to work for the best opportunities for young children and to work for improved educational standards and a better quality of life for every child. Membership is open to all persons engaged in the education of young children or those interested in child development.

Phi Beta Lambda. Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students who are interested in a career in business.

Phi Theta Kappa. Phi Theta Kappa is the national scholastic honor society for junior colleges. Its purpose is to recognize intellectual achievement, and to promote character, leadership, and friendship among junior college students. Membership is by invitation and is conferred on those who "establish academic excellence," by having grades in the top ten per cent of the student body.

Religious Clubs. The BSU, the COGIC, Christian Circle, and the Wesley Foundation aim to foster Christian faith and growth. All students are welcome at meetings and activities.

Student Government Association. Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Student Nurses' Organization. This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration, and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support through-out their nursing education. Membership is open to students enrolled in clinical nursing courses.

Vocational Industrial Clubs of America (VICA). Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

PUBLICATIONS

The Growl, official newspaper of the student body, is published nine times a year. Its purposes are to disseminate information and news, and to serve as a workshop and laboratory for students interested in newspaper journalism.

Students on any of Holmes' three facilities interested in such work should make it known to the administration upon entering school so that the sponsor of *The Growl* can have this information as soon as possible.

The Horizons is the annual yearbook of Holmes Community College and is published by a staff of students. Those who have had experience in the publication of high school annuals are urged to join the staff. Inexperienced students are welcome and can make a contribution toward the publication of the yearbook.

Reflections, published once each year, includes the best creative work submitted by Holmes students, faculty, staff, alumni. Work appearing in *Reflections* is judged by the members of Holmes Community College English Department and a panel of students on the *Reflections* staff.

PROGRAMS OF STUDY

ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outlined on the following pages. By proper selection of his courses, he may meet the lower division requirements of many other academic majors.

ACADEMIC EDUCATION PROGRAMS GOODMAN CAMPUS

AGRICULTURE	PRE-MEDICAL & PRE-DENTAL
BIOLOGICAL SCIENCE	PRE-MEDICAL TECHNOLOGY
BUSINESS ADMINISTRATION/ ACCOUNTING	PRE-NURSING (B.S.)
COMPUTER SCIENCE	PRE-PHARMACY
ELEMENTARY EDUCATION	PRE-PHYSICAL THERAPY
ENGINEERING	PRE-VETERINARY
FORESTRY AND WILDLIFE	SECONDARY EDUCATION
INDUSTRIAL TECHNOLOGY	BIOLOGY/SCIENCE
LIBERAL ARTS CORE	BUSINESS
MATHEMATICS	ENGLISH/SOCIAL SCIENCE
MATHEMATICS & COMPUTER SCIENCE	INDUSTRIAL ARTS
PRE-CYTOTECHNOLOGY	MATHEMATICS
PRE-DENTAL HYGIENE	MUSIC-INSTRUMENT
PRE-HEALTH RECORD ADMINISTRATION	MUSIC-PIANO
	MUSIC-VOICE
	PHYSICAL EDUCATION

***GRENADA CENTER**

Associate Degree Nursing, other basic academic courses.

***RIDGELAND CAMPUS**

Many basic academic courses.

*A student interested in attending one of these locations should contact a counselor prior to the beginning of the term for a schedule of the classes.

PROGRAMS OF STUDY

Agriculture

First Year

First Semester

English
Composition IENG 1113
General
Chemistry ICHE 1213
General Chemistry
Laboratory ICHE 1211
Botany I BIO 1313
College Algebra MAT 1313
American National
Government PSC 1113
Physical Education1
Total 17 hrs.

Second Semester

English
Composition IIENG 1123
General
Chemistry IICHE 1223
General Chemistry
Laboratory IICHE 1221
Botany II BIO 1323
*Math3
Oral
CommunicationSPT 1113
Physical Education1
Total 17 hrs.

Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as guide. (See basic core on page 50)

*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.

Biological Science First Year

First Semester

Second Semester

English
Composition IENG 1113
General
Chemistry ICHE 1213
General Chemistry
Laboratory ICHE 1211
Social Studies/
Behav. Science.....3
Foreign Language.....3
College AlgebraMAT 1313
Physical Education.....1
Total 17 hrs.

English
Composition IIENG 1123
General
Chemistry IICHE 1223
General Chemistry
Laboratory II.....CHE 1221
Fine Arts.....3
Foreign Language.....3
Trigonometry.....MAT 1323
Physical Education.....1
Total 17 hrs.

Second Year

First Semester

Second Semester

Organic
Chemistry ICHE 2424
Foreign Language.....3
Zoology IBIO 2414
Microbiology.....BIO 2924
Total 15 hrs.

Organic
Chemistry IICHE 2434
Foreign Language.....3
Zoology IIBIO 2424
Oral
CommunicationSPT 1113
Elective.....1
Total 15 hrs.

Business Administration/Accounting
First Year

First Semester	Second Semester
English Composition IENG 1113	English Composition IIENG 1123
History3	History3
Behavioral Science3	Fine Arts3
College Algebra MAT 1313	Finite Mathematics MAT 1333
Oral CommunicationSPT 1113	American National Government..... PSC 1113
or American National Government..... PSC 1113	or Oral CommunicationSPT 1113
Total 15 hrs.	Micro Computer ApplicationsCSC 1123
	Total 19 hrs.

Second Year

First Semester	Second Semester
Science3	Literature3
Principles of Economics I.....ECO 2113	Science3
Legal Environ. of Business..... BAD 2413	Principles of Economics II.....ECO 2123
Principles of Accounting IACC 1213	Business Statistics BAD 2323
Total 15 hrs	Principles of Accounting II.....ACC 1223
	Total 15 hrs.

Computer Science First Year

First Semester

English
 Composition IENG 1113
 General
 Chemistry ICHE 1213
 Foreign Language.....3
 History3
 Calculus IMAT 1613
 Intro. to Computer
 ConceptsCSC 1113
 Total 18 hrs.

Second Semester

English
 Composition IIENG 1123
 Calculus IIMAT 1623
 Foreign Language.....3
 Computer
 Programming I.....CSC 1613
 Biological Science..... 3/4
 Social Science
 Elective3
 Total 19 hrs.

Second Year

First Semester

Computer
 Programming II.....CSC 2623
 Calculus IIIMAT 2613
 Foreign Language.....3
 Gen. Physics I.....PHY 2414
 Fine Arts3
 Total 16 hrs.

Second Semester

Oral
 Communications.....SPT 1113
 Foreign Language.....3
 Gen. Physics IIPHY 2424
 COBOL
 ProgrammingCSC 2413
 Literature, Soc.. Sci.,
 or Science3
 Total 16 hrs.

Elementary Education First Year

First Semester

English	
Composition I	ENG 1113
History	3
The Real	
Number System.....	MAT 1723
Biological Science.....	3
American National	
Government.....	PSC 1113
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Oral Communication..	SPT 1113
Geometry, Measurement	
and Probability.....	MAT 1733
Personal and Community	
Health I	HPR 1213
Elective	3
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Child Psychology	EPY 2513
World Geography.....	GEO 1113
College Algebra	MAT 1313
Physical Science	
Survey I.....	PHY 2243
Elective	1
Total	16 hrs.

Second Semester

Fine Arts	3
Introduction to	
Sociology	SOC 2113
Elective	3
Intro. to Computer	
Concepts	CSC 1113
Electives	4
Total	16 hrs.

Engineering First Year

First Semester

English
Composition IENG 1113
General
Chemistry ICHE 1213
General Chemistry
Laboratory ICHE 1211
Graphic
Communication I ...GRA 1143
TrigonometryMAT 1323
Calculus IMAT 1613
Total 16 hrs.

Second Semester

English
Composition IIENG 1123
Fine Arts3
General
Chemistry IICHE 1223
General Chemistry
Laboratory II.....CHE 1221
Humanities/
Social Studies Sequence3
Calculus IIMAT 1623
Total 16 hrs.

Second Year

First Semester

Engineering Physics I.....PHY 2514
Calculus IIIMAT 2613
Literature3
FORTRAN Programming &
ApplicationsCSC 2323
*Principles of
Economics I.....ECO 2113
Total 16 hrs.

Second Semester

Engineering Physics II....PHY 2524
Calculus IVMAT 2623
Oral
CommunicationSPT 1113
Humanities/
Social Studies Sequence3
Differential
Equations.....MAT 2913
Total 16 hrs.

*Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.

Forestry and Wildlife First Year

First Semester

English	
Composition I	ENG 1113
Calculus I	MAT 1613
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Biological Science	
Elective	
History	3
Physical Education.....	1
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Zoology I	BIO 2414
Oral	
Communication	SPT 1113
Fine Arts Elective	3
Physical Education.....	1
Total	18 hrs.

Forestry and Wildlife majors need to complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year.

Industrial Technology First Year

First Semester

English
Composition IENG 1113
Graphic
Communications....GRA 1143
History & Appreciation
of the ArtsIED 2413
College AlgebraMAT 1313
General Chemistry I..CHE 1213
Total 15 hrs.

Second Semester

English
Composition IIENG 1123
Technology
GraphicsGRA 1153
Wood Technology.....IED 1213
Trigonometry.....MAT 1323
General Chemistry II or
MicroComputer App.....3
Total 15 hrs.

Second Year

First Semester

General Physics I..... PHY 2414
Principles of
Accounting IACC 1213
General Metal WorkIED 2312
History Elective3
*Restricted Electives.....6
Total 18 hrs.

Second Semester

General Physics II..... PHY 2424
Forging & Welding.....IED 2323
General
PsychologyPSY 1513
Oral
Communications.....SPT 1113
Humanities Elective.....3
Total 16 hrs.

*Restricted Electives (Approved by Advisor):

Principles of Economics I (Macroeconomics).....ECO 2113
Principles of Economics II (Microeconomics).....ECO 2123
Calculus I.....MAT 1613
Business Statistics.....BAD 2323
FortranCSC 2323
Computer GraphicsGRA 2113

**Liberal Arts Curriculum
First Year**

First Semester	Second Semester
English Composition IENG 1113	English Composition IIENG 1123
Foreign Language.....3	Foreign Language.....3
College AlgebraMAT 1313	Math or Science..... (3 or 4)
Oral Communication, or Music Appreciation.....3	Oral Communication, or Music Appreciation.....3
American Nat. Government or Introduction to Sociology.....3	American Nat. Government or Introduction to Sociology.....3
Physical Education.....1	Physical Education.....1
Total 16 or 17 hrs.	Total 16 or 17 hrs.

Second Year

First Semester	Second Semester
Literature3	Literature3
Foreign Language.....3	Foreign Language.....3
Principles of Economics I.....ECO 2113	General Psychology IPSY 1513
History3	History3
Laboratory Science..... (3 or 4)	Laboratory Science..... (3 or 4)
Total 15 or 16 hrs.	Total 15 or 16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.

**Mathematics Major
(Non-Education Major)First Year**

First Semester	Second Semester
English Composition IENG 1113	English Composition IIENG 1123
Calculus IMAT 1613	Calculus IIMAT 1623
General Chemistry ICHE 1213	General Chemistry IICHE 1223
General Chemistry Laboratory ICHE 1211	General Chemistry Laboratory II.....CHE 1221
Foreign Language.....3	Foreign Language.....3
History3	Computer
Total 16 hrs.	Programming I.....CSC 1613
	American Gov't.....PSC 1113
	Total 19 hrs.

Second Year

First Semester	Second Semester
Literature3	Literature3
Calculus IIIMAT 2613	Calculus IVMAT 2623
Foreign Language.....3	Foreign Language.....3
General Physics*.....PHY 2414	General PhysicsPHY 2414
Oral CommunicationSPT 1113	Differential Equations.....MAT 2913
Total 16 hrs.	Total 16 hrs.

*Student is encouraged to correspond with his chosen senior college on acceptance of PHY 2414 and PHY 2424.

The College offers three options: 1) Secondary Education - first two years leading to a Mathematics Education Degree, 2) Mathematics Major - first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science - first two years leading to a double major in mathematics and computer science.

Mathematics & Computer Science First Year

First Semester

English	
Composition I	ENG 1113
Calculus I	MAT 1613
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Foreign Language.....	3
Intro. to Computer	
Concepts	CSC 1113
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Calculus II	MAT 1623
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Foreign Language.....	3
Computer	
Programming I.....	CSC 1613
Total	16 hrs.

Second Year

First Semester

Literature	3
Calculus III	MAT 2613
History	3
Fine Arts	3
Foreign Language.....	3
Computer	
Programming II.....	CSC 2623
Total	18 hrs.

Second Semester

Calculus IV	MAT 2623
Differential	
Equations.....	MAT 2913
Oral	
Communication	SPT 1113
Intro. to	
File Process.....	CSC 2713
American Nat.	
Government.....	PSC 1113
Total	18 hrs.

The College offers three options: 1) Secondary Education - first two years leading to a Mathematics Education Degree, 2) Mathematics Major - first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science - first two years leading to a double major in mathematics and computer science.

Pre-Cytotechnology First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra	MAT 1313
*Psychosocial	
Elective	3
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Zoology II	BIO 2424
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Trigonometry	MAT 1323
Oral	
Communication	SPT 1113
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I	CHE 2424
Anatomy &	
Physiology I	BIO 1514
Microbiology.....	BIO 2924
Humanities	3
Total	15 hrs.

Second Semester

Organic	
Chemistry II	CHE 2434
Anatomy &	
Physiology II	BIO 1524
Humanities	3
Fine Arts	3
Elective	3
Total	17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferring.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Select from Psychology, Sociology, Economics, Political Science, or Geography.

Pre-Dental Hygiene First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
Principles of	
Chemistry I	CHE 1314
General	
Psychology I	PSY 1513
College Algebra	MAT 1313
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Zoology II	BIO 2424
Introduction Organic	
& Biochemistry	CHE 1414
Child or Adolescent	
Psychology	3
Introduction to	
Sociology	SOC 2113
Total	17 hrs.

Second Year

First Semester

Anatomy &	
Physiology I	BIO 1514
Microbiology	BIO 2924
Humanities	
Elective	3
Psychosocial	
Elective	3
Oral	
Communication	SPT 1113
Total	17 hrs.

Second Semester

Anatomy &	
Physiology II	BIO 1524
Humanities	
Elective	3
Fine Arts	3
Psychosocial	
Electives	6
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Health Record Administration First Year

First Semester		Second Semester	
English		English	
Composition IENG 1113		Composition IIENG 1123	
Zoology I BIO 2414		Zoology II BIO 2424	
General		Advanced Math -	
Psychology IPSY 1513		SuggestedMAT 1333	
College Algebra MAT 1313		Fine Arts3	
Elective4		Elective3	
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Anatomy &		Anatomy &	
Physiology I BIO 1514		Physiology II BIO 1524	
Principles of		Principles of	
Accounting IACC 1213		Accounting IIACC 1223	
Humanities		Humanities	
Elective3		Elective3	
Principles of		Oral	
ManagementTDM 2323		CommunicationSPT 1113	
Intro. to Computer		Elective3	
ConceptsCSC 1113		Total	16 hrs.
Total	16 hrs.		

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Medical and Pre-Dental First Year

First Semester

English
 Composition IENG 1113
 Gen. Chemistry I.....CHE 1213
 General Chemistry
 Laboratory ICHE 1211
 College AlgebraMAT 1313
 Zoology IBIO 2414
 Foreign Language.....3
 Physical Education.....1
 Total 18 hrs.

Second Semester

English
 Composition IIENG 1123
 General
 Chemistry IICHE 1223
 General Chemistry
 Laboratory II.....CHE 1221
 TrigonometryMAT 1323
 Zoology IIBIO 2424
 Foreign Language.....3
 Physical Education.....1
 Total 18 hrs.

Second Year

First Semester

Organic
 Chemistry ICHE 2424
 General Physics I.....PHY 2414
 Social Studies/
 Behavior Science3
 Foreign Language.....3
 Total 14 hrs.

Second Semester

Organic
 Chemistry IICHE 2434
 Gen. Physics IIPHY 2424
 Oral
 CommunicationSPT 1113
 Foreign Language.....3
 Total 14 hrs.

Pre-Medical Technology First Year

First Semester

English
 Composition IENG 1113
 Zoology I BIO 2414
 Gen. Chemistry I.....CHE 1213
 General Chemistry
 Laboratory ICHE 1211
 General
 Psychology I.....PSY 1513
 College AlgebraMAT 1313
 Total 17 hrs.

Second Semester

English
 Composition IIENG 1123
 Zoology II BIO 2424
 Gen. Chemistry II.....CHE 1223
 General Chemistry
 Laboratory II.....CHE 1221
 TrigonometryMAT 1323
 Introduction to
 SociologySOC 2113
 Total 17 hrs.

Second Year

First Semester

Anatomy &
 Physiology I BIO 1514
 Organic
 Chemistry ICHE 2424
 Humanities
 Elective3
 Microbiology..... BIO 2924
 Total 15 hrs.

Second Semester

Anatomy &
 Physiology II BIO 2524
 Organic
 Chemistry IICHE 2434
 Humanities
 Elective3
 Oral
 CommunicationSPT 1113
 Fine Arts3
 Total 17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Nursing (B.S.) First Year

First Semester

English
Composition IENG 1113
Zoology I or Gen. Bio.4
*Chemistry4
General
Psychology I.....PSY 1513
College AlgebraMAT 1313
Total 17 hrs.

Second Semester

English
Composition IIENG 1123
Human Growth &
DevelopmentEPY 2523
*Chemistry4
Oral
CommunicationSPT 1113
Introduction to
Sociology.....SOC 2113
Total 16 hrs.

Second Year

First Semester

Anatomy &
Physiology I BIO 1514
Psychosocial
Sciences6
Humanities or
Fine Arts3
Microbiology..... BIO 2924
Total 17 hrs.

Second Semester

Anatomy &
Physiology II BIO 1524
Nutrition.....HEC 1253
Marriage &
FamilySOC 2143
Humanities or
Fine Arts3
Fine Arts.....3
Total 16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*CHE 1314, 1414 or CHE 1213, 1223 with labs. Students must complete both courses of one sequence.

Pre-Pharmacy First Year

First Semester

English
 Composition IENG 1113
 Gen. Chemistry I.....CHE 1213
 General Chemistry
 Laboratory ICHE 1211
 College AlgebraMAT 1313
 Zoology I or Gen. BIO I/MJR...4
 *Elective3
 Total 17 hrs.

Second Semester

English
 Composition IIENG 1123
 Gen. Chemistry II.....CHE 1223
 General Chemistry
 Laboratory II.....CHE 1221
 TrigonometryMAT 1323
 Zoology IIBIO 2424
 *Elective3
 Total 17 hrs.

Second Year

First Semester

Organic
 Chemistry ICHE 2424
 Gen. Physics I.....PHY 2414
 Principles of
 Accounting IACC 1213
 *Electives3
 Microbiology.....BIO 2924
 Total 18 hrs.

Second Semester

Organic
 Chemistry IICHE 2434
 Gen. Physics II.....PHY 2424
 *Electives6
 Oral
 CommunicationSPT 1113
 Total 17 hrs.

*The total fifteen (15) semester hours of electives are to be selected from the areas of social science, behavioral science, humanities, and fine arts to include: (A) nine (9) hours in humanities and fine arts (at least one course must be in humanities and one in fine arts), and (B) six (6) hours in social and/or behavioral sciences.

**Pre-Physical Therapy
First Year**

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
Gen. Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
General	
Psychology I.....	PSY 1513
College Algebra	MAT 1313
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Zoology II	BIO 2424
Gen. Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II.....	CHE 1221
Trigonometry	MAT 1323
Child or Adolescent	
Psychology	3
Total	17 hrs.

Second Year

First Semester

Anatomy &	
Physiology I	BIO 1514
General Physics I.....	PHY 2414
Humanities	
Elective	3
Fine Arts.....	3
*Social Science	
Elective	3
Total	17 hrs.

Second Semester

Anatomy &	
Physiology II	BIO 1524
General Physics II.....	PHY 2424
Humanities	
Elective	3
Oral	
Communication	SPT 1113
Total	14 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Select from Sociology, Economics, Political Science, or History.

Pre-Veterinary First Year

First Semester

English
Composition IENG 1113
General
Chemistry ICHE 1213
General Chemistry
Laboratory ICHE 1211
College AlgebraMAT 1313
Zoology IBIO 2414
*Social/Behavioral
Science3
Total 17 hrs.

Second Semester

English
Composition IIENG 1123
General
Chemistry IICHE 1223
General Chemistry
Laboratory II.....CHE 1221
TrigonometryMAT 1323
Elective3
*Social/Behavioral
Science3
Total 16 hrs.

Second Year

First Semester

Organic
Chemistry ICHE 2424
Gen. Physics I.....PHY 2414
Oral
CommunicationSPT 1113
Microbiology.....BIO 2924
*Humanities3
Total 18 hrs.

Second Semester

Organic
Chemistry IICHE 2434
Elective3
*Humanities3
*Fine Arts3
Intro. to Computer
ConceptsCSC 1113
Total 16 hrs.

To be selected from courses that meet the core curriculum requirements at Mississippi State University.

Secondary Education
***Biology/Science Majors**
First Year

First Semester

English
 Composition IENG 1113
 College AlgebraMAT 1313
 Gen. Chemistry I.....CHE 1213
 General Chemistry
 Laboratory ICHE 1211
 History3
 Botany I BIO 1313
 Total 16 hrs.

Second Semester

English
 Composition IIENG 1123
 TrigonometryMAT 1323
 Gen. Chemistry II.....CHE 1223
 General Chemistry
 Laboratory II.....CHE 1221
 History3
 Botany II BIO 1323
 Total 16 hrs.

Second Year

First Semester

Literature3
 Zoology I BIO 2414
 Elective3
 General
 Psychology I.....PSY 1513
 Fine Arts3
 Total 16 hrs.

Second Semester

Intro. to Computer
 ConceptsCSC 1113
 Zoology II BIO 2424
 Oral
 CommunicationSPT 1113
 Adolescent
 PsychologyEPY 2523
 Personal and Comm.
 Health I HPR 1213
 Total 16 hrs.

By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

**Secondary Education
Business Education
First Year**

First Semester

English	
Composition I	ENG 1113
General	
Psychology I	PSY 1513
History	3
College Algebra	MAT 1313
Music	
Appreciation.....	MUS 1113
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Adolescent	
Psychology	PSY 2523
History	3
Personal and Community	
Health I	HPR 1213
American National	
Government.....	PSC 1113
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Principles of	
Accounting I	ACC 1213
Principles of	
Economics I	ECO 2113
Biological Science	
Elective	3
Literature	3
Elective.....	4
Total	16 hrs.

Second Semester

Principles of	
Accounting II.....	ACC 1223
Oral	
Communication	SPT 1113
Physical Science	
Elective	3
Literature	3
Elective.....	4
Total	17 hrs.

Secondary Education
English, Social Science, and Library Science
First Year

First Semester

English	
Composition I	ENG 1113
Western	
Civilization I.....	HIS 1113
World Geography (GEO 1113)	
Or Introduction to	
Sociology (SOC 2113)	3
General	
Psychology I.....	PSY 1513
College Algebra	MAT 1313
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Western	
Civilization II.....	HIS 1123
Fine Arts	3
Oral	
Communication	SPT 1113
American National	
Government.....	PSC 1113
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Science	3
American History I.....	HIS 2213
Elective	1
Personal and Community	
Health I	HPR 1213
Math or Science	
Elective	3
Total	16 hrs.

Second Semester

Literature	3
Botany I	BIO 1313
American History II.....	HIS 2223
Adolescent	
Psychology	EPY 2523
Electives	4
Total	16 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.

**Secondary Education
Technology Teacher Education
First Year**

First Semester

English
Composition IENG 1113
Graphic
Communications.... GRA 1143
Wood Technology.....IED 1213
College Algebra MAT 1313
General
Psychology I..... PHY 1513
Total 15 hrs.

Second Semester

English
Composition IIENG 1123
Technology
Graphics GRA 1153
History and Appreciation
of the ArtcraftsIED 2413
Trigonometry..... MAT 1323
Natural Science w/Lab.....3
Total 15 hrs.

Second Year

First Semester

General Metal WorkIED 2312
American
Government..... PSC 1113
General Physics I..... PHY 2414
Principles of
Economics I.....ECO 2113
Oral
CommunicationSPT 1113
Lit. or Calculus I.....3
Total 18 hrs.

Second Semester

Forging & Welding.....IED 2323
History or Micro. App.....3
General Physics II..... PHY 2424
Computer
Graphics GRA 2113
Personal & Community
Health HPR 1213
Total 16 hrs.

Secondary Education Mathematics Majors First Year

First Semester

English	
Composition I	ENG 1113
*College Algebra.....	MAT 1313
History	3
Fine Arts	3
Biological Science.....	3
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
*Trigonometry	MAT 1323
History	3
General	
Psychology I.....	PSY 1513
Biological Science.....	3
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Intro. to Computer	
Concepts	CSC 1113
Calculus I	MAT 1613
Oral	
Communication	SPT 1113
Personal and Community	
Health I	HPR 1213
*Physical Science	3 or 4
Total	16 hrs.

Second Semester

Literature	3
Calculus II	MAT 1623
Adolescent	
Psychology	EPY 2523
American National	
Government.....	PSC 1113
*Physical Science	3 or 4
Total	16 hrs.

*PHY 2414 and PHY 2424 are suggested to meet the physical science requirements.

The College offers three options: 1) Secondary Education — first two years leading to a Mathematics Education Degree, 2) Mathematics Major — first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science — first two years leading to a double major in mathematics and computer science. *Students are advised to take MAT 1313 and MAT 1323 in the summer before their freshman year in order to complete the Calculus sequence before transferring.

**Secondary Education
Music – Instrument Majors
First Year**

First Semester	Second Semester
English	English
Composition IENG 1113	Composition IIENG 1123
Music Theory I MUS 1214	Music Theory II MUS 1224
College Algebra MAT 1313	History3
Major Instrument I2	Major Instrument II2
Class Piano IMUA 1511	Class Piano IIMUA 1521
Band I MUO 1111	Band II MUO 1121
Oral	General
CommunicationSPT 1113	Psychology IPSY 1513
Total 17 hrs.	Elective1
	Total 18 hrs.

Second Year

First Semester	Second Semester
Elective1	Elective1
Literature3	Literature3
Music Theory III MUS 2214	Music Theory IV MUS 2224
Major Instrument III2	Major Instrument IV2
Class Piano IIIMUA 2511	Class Piano IVMUA 2521
Band III MUO 2111	Band IV MUO 2121
Music Literature MUS 2413	Elective3
Lab Science3	Lab Science3
Total 17 hrs.	Total 17 hrs.

Participation in Band is required each semester. Instrument majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

**Secondary Education
Music – Piano Majors
First Year**

First Semester	Second Semester
English	English
Composition IENG 1113	Composition IIENG 1123
Music Theory I MUS 1214	Music Theory II MUS 1224
College Algebra MAT 1313	History3
Piano for Music	Piano for Music
Majors IMUA 1573	Majors IIMUA 1583
Class Voice IMUA 1711	Class Voice IIMUA 1721
Oral	General
CommunicationSPT 1113	Psychology IPSY 1513
Total 17 hrs.	Total 17 hrs.

Second Year

First Semester	Second Semester
Literature3	Literature3
Music Theory III MUS 2214	Music Theory IV MUS 2224
Piano for Music	Piano for Music
Majors IIIMUA 2573	Majors IVMUA 2583
Music Literature MUS 2413	Elective3
Lab Science3	Lab Science3
Total 15 hrs.	Total 15 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology, Philosophy.

**Secondary Education
Music – Voice Majors
First Year**

First Semester		Second Semester	
English		English	
Composition I	ENG 1113	Composition II	ENG 1123
Music Theory I	MUS 1214	Music Theory II	MUS 1224
College Algebra	MAT 1313	History	3
Voice for Music Education		Voice for Music Education	
Majors I	MUA 1772	Majors II	MUA 1782
Class Piano I	MUA 1511	Class Piano II	MUA 1521
Choir I	MUO 1211	Choir II	MUO 1221
Oral		General	
Communication	SPT 1113	Psychology I	PSY 1513
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Elective	1	Elective	1
Literature	3	Literature	3
Music Theory III	MUS 2214	Music Theory IV	MUS 2224
Voice for Music Education		Voice for Music Education	
Majors III	MUA 2772	Majors IV	MUA 2782
Class Piano III	MUA 2511	Class Piano IV	MUA 2521
Choir III	MUO 2211	Choir IV	MUO 2221
Music Literature	MUS 2413	Elective	3
Lab Science	3	Lab Science	3
Total	17 hrs.	Total	17 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology.

**Secondary Education
Physical Education
First Year**

First Semester

English
Composition IENG 1113
History3
College AlgebraMAT 1313
Intro. to Health,
Physical Education,
& Recreation..... HPR 1313
General
Psychology IPSY 1513
Basketball, Stunts and
Tumbling..... HPR 1511
Total 16 hrs.

Second Semester

English
Composition IIENG 1123
History3
Personal and Comm.
Health I HPR 1213
First Aid HPR 2213
Oral
CommunicationSPT 1113
Volleyball and
Softball..... HRP 1521
Total 16 hrs.

Second Year

First Semester

Literature3
Zoology I BIO 2414
*Electives3
Recreational
Leadership..... HPR 2323
*Elective3
Paddle Tennis and
Flag Football..... HPR 1531
Total 17 hrs.

Second Semester

Literature3
Math or Science
Elective3
Physical Science
Survey II..... PHY 2253
Fine Arts3
Adolescent
PsychologyEPY 2523
Badminton and
Tennis..... HPR 1541
Total 16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sport.

*Select from Economics, Political Science, Sociology, or Geography.



**Nursing, ADN
Grenada Center**

First & Second Summer Sessions

Anatomy & Physiology I & II	BIO 1514, 1524
Total	8 hrs.

First Year

First Semester

English	
Composition I	ENG 1113
General	
Psychology I	PSY 1513
Fundamentals of	
Nursing	NUR 1117
Total	13 hrs.

Second Semester

English	
Composition II	ENG 1123
Psychiatric/Mental	
Health Nursing	NUR 2133
Human Growth	
& Development	EPY 2533
Adult-Child	
Nursing I	NUR 1128
Total	17 hrs.

Special Summer Session

(First Two Weeks in June)

Psychiatric/Mental Health Nursing – Clinical	NUR 2132
Total	2 hrs.

Second Year

First Semester

Microbiology	BIO 2924
Introduction to	
Sociology	SOC 2113
Maternal-Child	
Nursing	NUR 2148
Total	15 hrs.

Second Semester

Oral	
Communication	SPT 1113
Adult-Child	
Nursing II	NUR 2158
Management of Nursing	
Care	NUR 2163
Total	14 hrs.

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean. Once students are accepted into the program, they are required to take all remaining coursework with Holmes Community College. Students are required to enroll for a minimum of 12 semester hours each fall semester provided coursework is available for which they do not have prior credit.

Prior credit for science courses taken ten years or longer before the beginning of the Nursing Program will not be allowed.

Graduation with an Associate of Applied Science Degree from the AD Nursing Program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the **State of Mississippi (or other state) Law and Rules and Regulations: Regulating The Practice of Nursing in Mississippi.**

TECHNICAL EDUCATION

Technical education programs, leading to the Associate of Applied Science degree, represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs are designed for the student who wishes to go to work upon completion of junior college. The programs are not designed to transfer and are referred to as terminal programs. Most programs contain some courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Broadcasting Technology	X		
Business Technology			
Office Assistant - Certificate	X	X	X
Computer Operations - Certificate	X	X	X
Admin. Support Services	X	X	X
Medical Office		X	
Accounting	X	X	X
Computer Programming	X	X	X
Child Care Technology	X		
Drafting and Design Technology		X	X
Architectual Option	X		
General Drafting Option		X	X
Electronics Technology		X	X
Forest Technology		X	
Marketing Technology			
Fashion Merchandising Option			X
Marketing & Management Option			X

TECHNOLOGY PREPARATION (Tech Prep)

The primary purpose of the Tech Prep program is to provide to students a non-duplicative sequence of progressive achievement leading to competencies needed for satisfactory performances in meeting educational and employment standards.

The Holmes Community College District collaborates with district secondary schools to plan, organize, develop and implement a tech-prep program in Technology Education. The specific purpose is to develop a combined secondary and postsecondary program which:

- 1) leads to an associate degree or 2-year certificate;
- 2) provides technical preparation in at least one area of technology education;
- 3) builds student confidence in applied mathematics, applied science, and applied communications through a sequential course of study which includes academics;
- 4) leads to placement in employment.

The tech-prep program is designed to provide the opportunities for the elimination of duplicated learning; better use of instructional resources; more effective technology programs; a better educated student through enhanced educational opportunities that contribute to living and working in a technological society; and to enhance the economic development process of the district.

Cooperative Education (Ridgeland Campus)

The Cooperative Education program provides the opportunity for a student to earn credit by completing supervised work experience in a job setting related to his major field of study. The employing firm, the type of work experience, and the student's work and class schedule must be approved by the faculty advisor and the Cooperative Education Coordinator. Students are required to submit written reports on projects related to their employment. A minimum of fifteen hours per week of work experience and attendance at weekly seminars are required.

CREDIT: Technical majors may use cooperative education credit to fulfill requirements for a technical elective, a free elective, and, subject to advisor approval, a restricted technical elective. Cooperative education credit **will not** be substituted for a required academic or technical course.

Academic majors may apply up to twelve (12) semester hours of cooperative education credit toward the associate degree awarded by Holmes Community College. However, they are cautioned that the applicability of this credit toward a bachelor's degree is determined by the senior college.

Guidelines for participation are available from the Cooperative Education Coordinator at the Ridgeland Campus.

**Broadcasting Technology
(Goodman Campus)
First Year**

First Semester

English
Composition IENG 1113
Reading3
Oral
CommunicationSPT 1113
Laboratory Science3
Introduction to
Broadcasting I BGT 1212
Radio Station
Operations I BGT 1412
Broadcast Lab I BGT 1311
Mass
Communications I...BGT 1512
Total 19 hrs.

Second Semester

English
Composition IIENG 1123
Intro. to
Broadcasting II BGT 2212
Information
Processing I TAC 1113
Reading3
Elective3
Mass
Communications II...BGT 2512
Radio Station
Operations II BGT 2412
Broadcast Lab II BGT 2311
Total 19 hrs.

Second Year

First Semester

Social Studies/Behavioral
Science Elective3
Elective3
Broadcast Lab III BGT 3312
Broadcast Writing I.... BGT 3712
Television
Production I BGT 3613
Station
Administration I BGT 3813
Total 16 hrs.

Second Semester

Mathematics3
Elective3
Broadcast Lab IV BGT 4312
Broadcast Writing II... BGT 4712
Television
Production II BGT 4613
Station
Administration II BGT 4813
Total 16 hrs.

PROGRAM DESCRIPTION: An instructional program to prepare individuals for entry level occupations in broadcasting. Students receive theoretical and practical preparations for occupational tasks in announcing, copy and news writing, audio production, programming, and sales. Additional instruction in video production that includes basic procedures, electronic field production, and electronic editing for small format television is provided. Students are required to take additional academic courses to increase their general knowledge and their communications skills.

Business Technology

The Business and Office and Computer Technology curricula provide a student the opportunity to earn an Associate of Applied Science degree.

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Accounting Technology	X	X	X
Administrative Support Services Technology	X	X	X
Medical Office Technology		X	
Computer Programming Technology	X	X	X

PROGRAM DESCRIPTION: The Administrative Support Services, Accounting, and Medical office Technology programs are designed to prepare a student for a variety of entry-level positions.

The curriculum is designed to give students:

- a broad overview of the entire office function, not only his/her individual position.
- an opportunity to investigate the integration of systems – people and technology.
- an exposure to career options available within the office which involves the management of people, equipment, and resources, as well as an opportunity to recognize the relationship between worker and supervisor.
- a concentration of skills in a specific area.

The Computer Programming Technology curriculum is a two-year program of study designed to prepare the student for entry level employment and advancement in computer programming and systems analysis.

One-Year Certificates

Students who satisfactorily complete a minimum of 32 semester hours including those prescribed in the first two semesters of the curriculum and maintain a C or better average can receive a one-year Office Assistant or Computer Operations Certificate.

**Business and Office Technology
Accounting
First Year**

First Semester

English
Composition IENG 1113
Document Formatting
and Production..... BOT 1113
Professional
Development BOT 1213
Applied Business
Mathematics BOT 1313
Principles of
Accounting IACC 1213
Total 15 hrs.

Second Semester

Records
Management..... BOT 1413
Word Processing
Applications BOT 1124
Principles of
Accounting II.....ACC 1223
Principles of
Economics.....ECO 2113
Legal Environment of
Business BAD 2413
Total 16 hrs.

Second Year

First Semester

Advanced Microcom-
puter Applications.. BOT 2714
Administrative Office
Procedures BOT 2723
Computerized
Accounting..... BOT 2412
Oral
Communications.....SPT 1113
Math/Natural Science
Elective3
Social/Behavioral
Science Elective3
Total 18 hrs.

Second Semester

Business
Communications BOT 2813
Administrative Office
Management..... BOT 2733
Desktop Publishing... BOT 2133
Supervised Work
Experience I* BOT 2913
Humanities/Fine Arts
Elective3
Total 15 hrs.

This program is designed as a continuation of the secondary high school Intensive Business Training or Business Computer Applications curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate mastery of identified essential skills through transcripts, testing, or other means, will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

*Or BOT 2823-Electronic Spreadsheet Applications

**Business and Office Technology
Administrative Support Services
First Year**

First Semester	Second Semester
English	Records
Composition IENG 1113	Management..... BOT 1413
Document Formatting	Word Processing
and Production BOT 1113	Applications BOT 1124
Professional	Principles of
Development BOT 1213	Accounting IACC 1213
Applied Business	Machine
Mathematics BOT 1313	Transcription..... BOT 1513
Social/Behavioral	Shorthand I BOT 1613
Science Elective3	Total
Total	16 hrs.
15 hrs.	

Second Year

First Semester	Second Semester
Advanced Microcom-	Business
puter Applications.. BOT 2714	Communications.... BOT 2813
Administrative Office	Administrative Office
Procedures BOT 2723	Management..... BOT 2733
Computerized	Desktop Publishing... BOT 2133
Accounting..... BOT 2412	Supervised Work
*Shorthand II..... BOT 2623	Experience I** BOT 2913
Math/Natural Science	Humanities/Fine Arts
Elective3	Elective3
Oral	Total
Communications.....SPT 1113	15 hrs.
Total	
18 hrs.	

This program is designed as a continuation of the secondary high school Intensive Business Training or Business Computer Applications curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate mastery of identified essential skills through transcripts, testing, or other means, will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

*Students who do not have a unit of high school shorthand are required to schedule BOT 1613. Students who have one unit will select another course with their adviser's approval.

**Or BOT 2833-Database Management

**Business and Office Technology
Medical Office
(Grenada Center)
First Year**

First Semester		Second Semester	
Professional Development	BOT 1213	Word Processing Applications	BOT 1124
Applied Business Mathematics	BOT 1313	Principles of Accounting I	ACC 1213
Document Formatting and Production	BOT 1113	Machine Transcription	BOT 1513
English Composition I	ENG 1113	Records Management	BOT 1413
Medical Terminology	MET 1213	Medical Machine Transcription I	BOT 1523
Total	15 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Advanced Microcomputer Applications..	BOT 2714	Business Communications....	BOT 2813
Supervised Work Experience I*	BOT 2913	Administrative Office Management	BOT 2733
Administrative Office Procedures	BOT 2723	Desktop Publishing... BOT 2133	
Math/Natural Science Elective	3	Humanities/Fine Arts Elective	3
Computerized Accounting	BOT 2412	Oral Communications	SPT 1113
Total	15 hrs.	Social/Behavioral Science Elective	3
		Total	18 hrs.

This program is designed as a continuation of the secondary high school Intensive Business Training or Business Computer Applications curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate mastery of identified essential skills through transcripts, testing, or other means, will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

*Or BOT 2533 Medical Machine Transcription II

**Computer Technology
Computer Programming
First Year**

First Semester

Second Semester

Professional
Development BOT 1213
Computer Concepts
and Programming
Logic..... CPT 1214
Principles of
Accounting IACC 1213
English
Composition IENG 1113
BASIC Programming
Language..... CPT 1224
Total 17 hrs.

Social/Behavioral
Science Elective3
Advanced Microcomputer
Applications BOT 2714
Computer
Operations..... CPT 1313
Principles of
Accounting II.....ACC 1223
Introduction to COBOL
Programming
Language..... CPT 1244
Total 17 hrs.

Second Year

First Semester

Second Semester

Computerized
Accounting..... BOT 2412
Introduction to RPG
Programming
Language..... CPT 1234
Oral
Communications....SPT 1113
Math/Natural Science
Elective3
Advanced COBOL
Programming
Language..... CPT 2274
Total 16 hrs.

Advanced RPG
Programming
Language..... CPT 2264
Business
Communications.... BOT 2813
Systems Analysis and
Design CPT 2324
Humanities/Fine Arts
Elective3
Total 14 hrs.

Computer Technology Computer Programming

This program is designed as a continuation of the secondary high school Intensive Business Training or Business Computer Applications curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate mastery of identified essential skills through transcripts, testing, or other means, will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

Note: A minimum grade of "C" is required in each programming course before a student may continue in the Computer Technology program or receive a certificate.

To be admitted to the Computer Technology (two-year) program, a prospective student must meet the following requirements in addition to the general admission requirements of the school district.

1. Minimum composite ACT score of 16.
2. Minimum ACT score on math and reading comprehension section of 16.
3. Score of "C" or better on PAT or SRA programming aptitude test.

**Child Care Technology
(Goodman Campus)
First Year**

First Semester	Second Semester
English Composition IENG 1113 Art for Children.....TCC 1123 Child Development ITCC 1154 Child Nutrition and Health Care ITCC 1212 College AlgebraMAT 1313 Total 15 hrs.	English Composition IIENG 1123 Music for Children.....TCC 2113 Child Development IITCC 2154 Child Nutrition and Health Care IITCC 2222 *Elective3 Total 15 hrs.

Second Year

First Semester	Second Semester
Physical & Motor Dev. for Children.....TCC 3143 Methods and Materials for Teaching Children TCC 3153 Language Arts for ChildrenTCC 3133 Day Care Practicum I.....TCC 3125 General Psychology IPSY 1513 Total 17 hrs.	Oral CommunicationSPT 1113 Admin. of Programs for Young ChildrenTCC 4113 Teaching the Special ChildTCC 4123 Day Care Practicum II.....TCC 4135 *Elective3 Total 17 hrs.

*Elective to be selected with the approval of the advisor.

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals for occupations in child care and guidance, foster care/family day care, and teacher assistance, often under the supervision of professional personnel. Includes instruction in child growth and development; nutrition; program planning and management; safety and behavior guidance; recreational and play activities; child abuse and neglect; parent-child personal relationships; learning experiences for children; interpersonal relationships; and laws, regulations, and policies relating to child-care services and maintenance of children's environments.

**Drafting and Design Technology
Architectural Option
(Goodman Campus)
First Year**

First Semester

English
Composition I.....ENG 1113
College Algebra.....MAT 1313
General Psychology.....PSY 1513
or
Essential Skills for
Drafting.....DDV 1014
Construction
Materials.....DDT 1213
Introduction to
Computers.....CPT 1114
Total 16 or 17 hrs.

Second Semester

English
Composition II.....ENG 1123
Elementary
Surveying.....DDT 1413
Principles of CAD.....DDT 1313
Fundamentals of
Drafting.....DDT 1113
Trigonometry.....MAT 1323
General Psychology.....PSY 1513
(if not taken fall sem.)
Total 15 or 18 hrs.

**(Certificate Program Exit Point)
Second Year**

First Semester

Machine Drafting.....DDT 1123
Architectural
Design I.....DDT 1613
Advanced CAD.....DDT 2323
Descriptive
Geometry.....DDT 1134
Oral Communication.....SPT 1113
Total 16 hrs.

Second Semester

Cost Estimating.....DDT 2233
Structural Drafting.....DDT 2223
Mapping and Topography
Lab.....DDT 2423
Physical Science
Survey I.....PHY 2243
Quality Assurance.....DDT 2253
Architectural
Design II.....DDT 2623
Total 18 hrs.

The Architectural Design Concentration provides students with specialized skills in the architectural drafting and design field. A combination of classwork and practical experience is stressed. Completion of a minimum of 65 semester credit hours of coursework in a two-year program leads to an associate in applied science degree. Students who complete the first year of the program (a minimum of 32 semester credit hours) are eligible to receive a Certificate of Drafting and Design Technology, Architectural.

Students who lack entry level skills in math, English, science, etc. will be provided related studies.

This program may be a continuation of the secondary high school program in Diversified Tech, General Drafting, or other related curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate mastery of identified essential skills through transcripts, testing, or other means, will be enrolled in one or more additional basic skills courses.

Drafting and Design Technology
General Drafting Concentration
(Ridgeland Campus, Grenada Center)
First Year

First Semester

English
CompositionENG 1113
College Algebra MAT 1313
Fundamentals of
Drafting DDT 1113
Construction
Materials DDT 1213
Introduction
to Computers..... CPT 1114
Total 16 hrs.

Second Semester

Machine Drafting I..... DDT 1123
Descriptive
Geometry DDT 1134
Principles of CAD..... DDT 1313
Architectural
Design I DDT 1613
Oral Communication ..SPT 1113
Total 16 hrs.

Second Year

First Semester

Electronic Drafting.....EET 1713
Elementary
Surveying..... DDT 1413
Cost Estimating..... DDT 2233
Advanced CAD..... DDT 2323
Physical Science
Elective3
Trigonometry MAT 1323
Total 18 hrs.

Second Semester

Structural Drafting DDT 2223
Mapping &
Topography DDT 2423
Special Project DDT 2913
English
Composition IIENG 1123
Social/Behavioral
Science Elective3
Total 15 hrs.

Students who lack entry level skills in math, English, or reading will be provided related studies as needed.

This program is designed as a continuation of the secondary high school program in Diversified Tech, General Drafting, or other related curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate mastery of identified essential skills through transcripts, testing, or other means, will be enrolled in one or more additional basic skills courses.

**Electronics Technology
(Ridgeland and Grenada)
First Year**

First Semester		Second Semester	
AC-DC Circuits.....EET 1116		Solid State Devices....EET 1314	
Digital ElectronicsEET 1214		Microprocessors.....EET 1324	
Introduction to		Trigonometry.....MAT 1333	
Computers.....CPT 1114		English Comp IENG 1113	
College AlgebraMAT 1313		Total	14 hrs.
Total	17 hrs.		

Second Year

First Semester		Second Semester	
Linear Integ. Circuits..EET 2334		General Physics II.....PHY 2424	
Electronic		Interfacing Tech.EET 2514	
Communications.....EET 2414		Special ProjectEET 2912	
Technical Elective3		Oral Communications.....SPT 1113	
General Physics I.....PHY 2414		Social/Behavioral	
English Comp IIENG 1123		Science Elective3	
Total	18 hrs.	Total	16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to support the electronic engineer and other professionals in the design, development, modification, and testing of electronic circuits, devices, and systems. Includes instruction in practical circuit feasibility; prototype development and testing; systems analysis including design, selection, installation, calibration, and testing; solid-state and microminiature circuits; and the application of engineering data to specific problems in the electronics field.

**Forest Technology
(Grenada Center)
First Year**

First Semester

English
 Composition IENG 1113
 Dendrology..... FOT 1713
 Silviculture I..... FOT 2614
 Intro to Computers.... CPT 1114
 Total 14 hrs.

Second Semester

English
 Composition IIENG 1123
 Forest Surveying..... FOT 2124
 Forest
 Measurements..... FOT 1114
 Botany I..... BIO 1314
 Mapping & Topo..... DDT 2423
 Total 17 hrs.

Second Year

First Semester

Principles of
 Economics I.....ECO 2113
 Silviculture II..... FOT 2624
 Forest Soils FOT 1714
 Timber Harvesting..... FOT 2414
 Legal Environment
 of Business..... BAD 2413
 Total 18 hrs.

Second Semester

Forest Products
 Utilization FOT 1414
 Forest Protection..... FOT 1314
 Oral Communication..SPT 1113
 General
 Psychology I.....PSY 1513
 Intro. to
 Sociology.....SOC 2133
 Total 17 hrs.

Approved Elective:

Internship..... FOT 2916
 For Forest Tech. Specialization

**Marketing Technology
Fashion Merchandising Technology
(Ridgeland Campus)
First Year**

First Semester

English
Composition IENG 1113
Mathematics3
Marketing
Seminar ITFM 1111
Fashion Promotion and
DisplayTFM 2423
Principles of
Accounting.....ACC 2313
Salesmanship.....TDM 1213
Total 16 hrs.

Second Semester

English
Composition IIENG 1123
Intro to
Computers..... CPT 1114
Marketing
Seminar IITFM 1121
RetailingTDM 1113
Principles of
Marketing.....TDM 2113
Business
Communications....TBO 2613
Total 16 hrs.

Second Year

First Semester

Fashion Clothing
and Selection.....TFM 1113
Fashion & Household
Fabrics.....TFM 2113
Microcomputers in
Marketing.....TDM 2213
Oral
CommunicationSPT 1113
Marketing
Seminar IIITFM 2131
AdvertisingTDM 1123
Total 16 hrs.

Second Semester

Fashion
MerchandisingTFM 1323
Business Math. w/Calculator
ApplicationsTBO 2513
Personnel
Management.....TDM 2223
Marketing
Seminar IVTFM 2141
Social Studies/Behavioral
Science Elective3
Fashion Coordination
and BuyingTFM 2313
Total 16 hrs.

*To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to engage in the marketing of apparel and accessories, with particular emphasis given to fashion selling and buying, fashion cycles, fashion coordination, and specialized consulting services.

**Marketing Technology
Marketing and Management Technology
(Ridgeland Campus)
First Year**

First Semester

English
Composition IENG 1113
College AlgebraMAT 1313
Marketing
Seminar ITFM 1111
Fashion Promotion and
DisplayTFM 2423
Principles of
Accounting.....ACC 1213
Salesmanship.....TDM 1213
Total 16 hrs.

Second Semester

English
Composition IIENG 1123
Information
Processing I.....TAC 1113
Marketing
Seminar IITFM 1121
RetailingTDM 1113
Principles of
Marketing.....TDM 2113
Business
Communications....TBO 2613
Total 16 hrs.

Second Year

First Semester

MicrocomputersTDM 2213
Advertising
PrinciplesTDM 1123
Business LawTBA 2413
Economics IECO 2113
Principles of
Management.....TDM 2323
Marketing
Seminar IIITFM 2131
Total 16 hrs.

Second Semester

Small Business
Management.....TDM 2423
Personnel
Management.....TDM 2223
Technical Elective3
Social Studies/Behavioral
Science Elective3
Marketing
Seminar IV.....TFM 2141
Oral
CommunicationSPT 1113
Total 16 hrs.

VOCATIONAL EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him to successfully enter and compete in the world of work. Specific occupational training is offered in eight courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

VIDS – Vocational Individualized Development System. As a support service of Vocational-Technical Education, VIDS will assist students in correcting basic skill deficiencies. Students who function below the tenth grade (as ascertained by standardized testing), will be required to attend the VIDS for a minimum of three hours per week.

A certificate is awarded upon successful completion of vocational courses.

VOCATIONAL EDUCATION PROGRAMS

Program and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Auto Body Repair.....	X		
Heating, Air Conditioning, and Refrigeration Mechanics.....	X		
Automotive Mechanics.....	X		
Cosmetology	X		
Machine Tool Operation/Machine Shop	X		X
Welding	X		
Combination Welding.....			
Practical Nursing*	X	X	X
Truck Driver Training.....	X	X	

*Affiliated with several area Hospitals

**Automotive Body Repair
(Goodman Campus)
First Year**

First Semester

Automotive Body
Repair I VAB 1514
Reading/Auto. Body
Repair VRB 1132
Total 16 hrs.

Second Semester

Automotive Body
Repair II VAB 1614
Math/Automotive
Body Repair.....VMB 1123
Total 17 hrs.

Second Year

First Semester

Automotive Body
Repair III VAB 2516
Total 16 hrs.

Second Semester

Automotive Body
Repair IV..... VAB 2613
Employability
Skills VES 2222
Total 15 hrs.

PROGRAM DESCRIPTION: The automotive body repair program prepares students in the skills in the replacement and repair of automobile body components, painting and repair estimating.

Automotive Mechanics (Goodman Campus) First Year

First Semester

Automotive
Mechanics IVAM 1513
Math/Automotive
MechanicsVMA 1123
Reading/Automotive
Mechanics VRA 1133
Total 19 hrs.

Second Semester

Automotive
Mechanics IIVAM 1617
Total 17 hrs.

Second Year

First Semester

Automotive
Mechanics IIIVAM 2517
Total 17 hrs.

Second Semester

Automotive
Mechanics IVVAM 2615
Employability
Skills VES 2222
Total 17 hrs.

PROGRAM DESCRIPTION: The automotive mechanics curriculum is designed to prepare the student to enter the labor market as an entry level automotive mechanic or advanced apprentice. Lecture and laboratory work involve the principles and practice of diagnosing, repairing, overhauling, and maintenance of the automobile. Upon satisfactory completion of the course, the graduate should be prepared to secure employment in the automotive or related field.

TOYOTA OPTION - Second Year

First Semester

Auto Trans.VAMT 245
Auto Transax.....VAMT 261
Susp. Systems.....VAMT 450
Brake Systems.....VAMT 550
Power R&P Steer.....VAMT 411

Second Semester

Emissn. Control
Sys.....VAMT 812
Carburetors.....VAMT 825
Fuel Inj. & Contrl.....VAMT 840
Climate Control.....VAMT 726
Elec. MasteryVAMT 622
Man. Trans. &
Transax.....VAMT 301

Certificates for the above listed courses are awarded by the Toyota Corporation.

The Toyota Technical Education Network is a curriculum which incorporates on-the-job experience with classroom theory to prepare students for employment in today's automotive industry. Through problem solving and hands-on experience, students are exposed to the latest technology and servicing of the various systems on Toyota products.

**Cosmetology
(Goodman Campus)
First Year**

First Semester

Cosmetology
 Practical IVCO 1514
 Cosmetology
 Theory IVCO 1115
 Math/
 Cosmetology VMC 1132
 Reading/
 CosmetologyVRC 1142
 Total 23 hrs.

Second Semester

Cosmetology
 Practical IIVCO 1615
 Cosmetology
 Theory II.....VCO 1126
 Employability
 Skills VES 2222
 Total 23 hrs.

Summer Semester

Cosmetology
 Practical IIIVCO 1715
 Cosmetology
 Theory III.....VCO 1318
 Total 23 hrs.

PROGRAM DESCRIPTION: This course is an instructional program designed to prepare students to care for and beautify hair, complexion, and hands by giving shampoos, rinses, scalp treatments, styling, cutting, coloring, bleaching, permanent waving and chemical relaxing; and giving facials, manicures, and hand and arm massage, with emphasis on hygiene sanitation, customer relations and salon management. Instruction qualifies the student who satisfactorily completes this course to be issued a certificate which entitles the student to take the State Cosmetology Board Examination for a licensure to become a hairdresser in the State of Mississippi.

This course requires that students meet class for a minimum of 1500 clock hours. The class is limited to twenty students.

**Heating, Air Conditioning, and Refrigeration Mechanics
(Goodman Campus)
First Year**

First Semester	Second Semester
Intro./Refrigeration & Air Conditioning..... VAC 1512	Refrigeration & Air Conditioning II VAC 1614
Reading/Refrigeration & Air Conditioning I... VRR 1123	Math/Refrigeration & Air Conditioning.....VMR 1213
Total 15 hrs.	Reading/Refrigeration & Air Conditioning II.. VRR 1222
	Total 19 hrs.

Second Year

First Semester	Second Semester
Refrigeration & Air Conditioning III VAC 2516	Refrigeration & Air Conditioning IV..... VAC 2614
Total 16 hrs.	Employability Skills VES 2222
	Total 16 hrs.

PROGRAM DESCRIPTION: An instructional program that generally prepares individuals to install, repair, and maintain the operation and condition of heating, air conditioning, and refrigeration systems.

**Machine Tool Operation/Machine Shop
(Goodman Campus)
First Year**

First Semester	Second Semester
Machine	Machine
Methods I.....VMS 1511	Methods II.....VMS 1611
Blueprint Reading I...VMP 1222	Blueprint Reading II ..VMP 1232
Math/Machine	Math/Machine
Shop I.....VMM 1113	Shop II.....VMM 1213
Total 16 hrs.	Total 16 hrs.

Second Year

First Semester	Second Semester
Machine	Machine
Methods III.....VMS 2513	Methods IVVMS 2611
Intro. to Numerical	Fund. of Computer Aided
Control.....VMS 2113	Drafting DDT 1313
Total 16 hrs.	Employability
	Skills VES 2222
	Total 16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, milling machines, and shapers. Includes instruction in making computations related to work dimensions, testing, feeds and speeds of machines, using precision measuring instruments such as lay out tools, micrometers, and gauges; machining and heat-treating various metals.

**Machine Tool Operation/Machine Shop
(Ridgeland Campus)
First Year**

First Semester

Machine
Methods I.....VMS 1511
Machine Shop
Drawing VMD 1122
Machine Shop
Math I.....VMM 1113
Total 16 hrs.

Second Semester

Machine
Methods II.....VMS 1611
Blueprint ReadingVMP 1222
Machine Shop
Math II.....VMM 1213
Total 16 hrs.

Second Year

First Semester

Machine
Methods III.....VMS 2513
Intro. to Numerical
Control.....VMS 2113
Total 16 hrs.

Second Semester

Machine
Methods IVVMS 2611
Special ProjectsVMS 2715
Total 16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, milling machines, shapers, and CNC equipment. Includes instruction in making computations related to work dimensions, testing feeds, and speeds of machines, using precision measuring instruments such as layout tools, micrometers, and gauges; machining and heat treating various metals. Classes meet Monday through Thursday for a total of thirty (30) contact hours. Students will also receive professional development training to include employability skills, interviewing, club organization, and job seeking.

**Welding
(Goodman Campus)**

First Semester

Welding I	VWE 1511
Math/Welders	VMW 1113
Reading/Welders.....	VRW 1123
Total	17 hrs.

Second Semester

Welding II	VWE 1612
Blueprint Reading/ Welders.....	VWP 1232
Employability Skills	VES 2222
Total	16 hrs.

PROGRAM DESCRIPTION: An instructional program that prepares individuals to use gases and/or welding processes and to braze and solder metal parts according to diagrams, blueprints, or written specifications.

This class is limited to forty students.

**Truck Driver Training
Goodman and Grenada**

An instructional program that prepares individuals to drive commercial over-the-road trucks and/or tractors. The student will also learn D.O.T. regulations; how to log trips in a log book; solve problems of routing using a road atlas; how to operate driving equipment in accordance with the laws and ordinances of national, state, and local agencies; and how to perform preventive maintenance on the equipment. This program consists of 35 hours of training per week for ten weeks for a total of 350 clock hours.

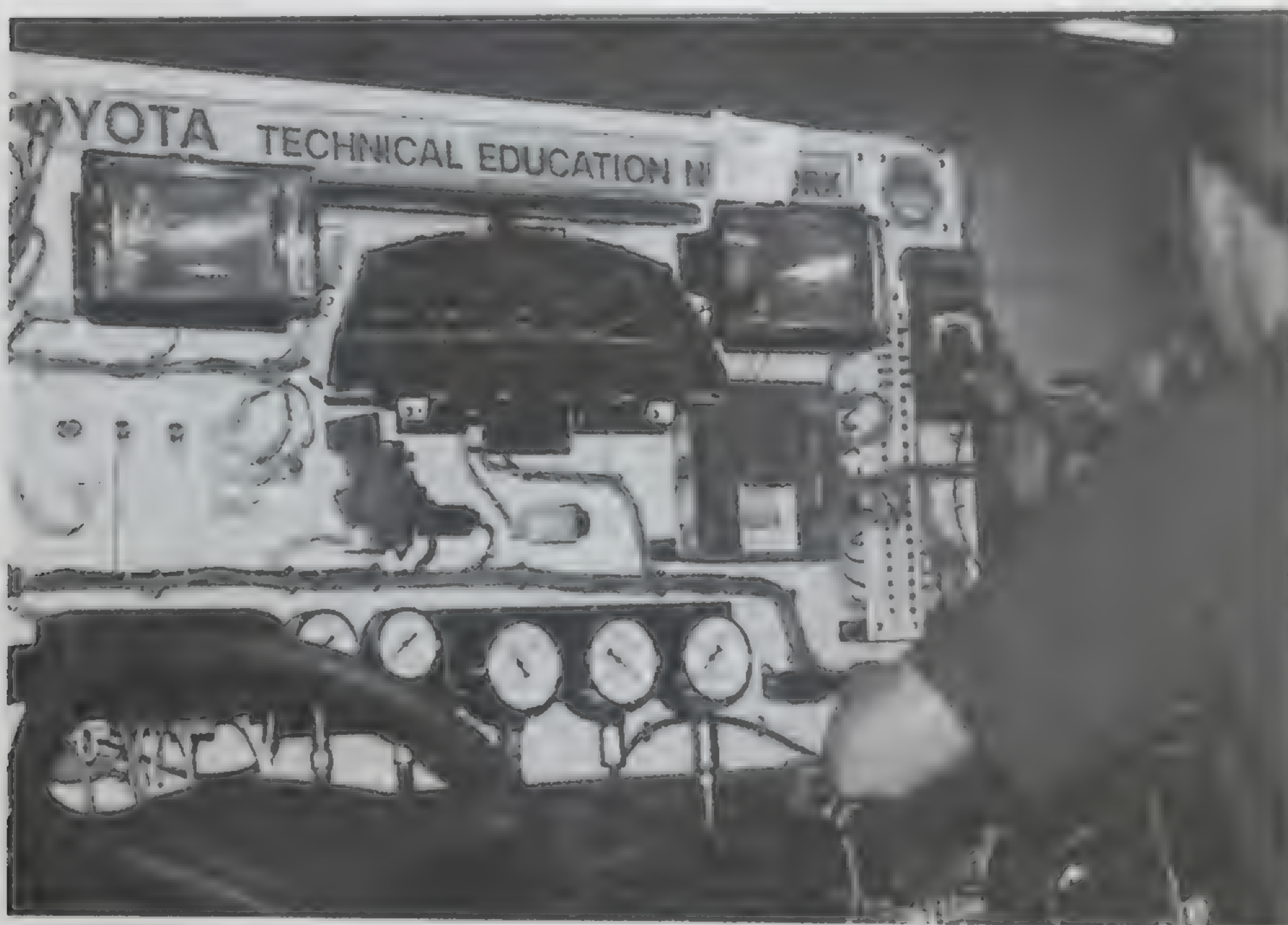
Licensed Practical Nursing

***Area Hospitals/Sites**

This is twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course. Each class is limited to twelve students.

*Kosciusko, Goodman, Eupora, Ridgeland, Grenada



ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING

ACC 1213—Principles of Accounting I.

A study of the accounting principles and procedures employed by proprietorships, the preparation of financial statements, and the uses of accounting data. Three lectures. Three hours credit.

ACC 1223—Principles of Accounting II (Prerequisite: ACC 1213).

A study of accounting principles and procedures for partnerships, corporations, manufacturing concerns, and consolidations, as well as analyses used in decision making. Three lectures. Three hours credit.

ART

ART 1113—Art Appreciation.

A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial art) on a conceptual basis. Three lectures. Three hours credit.

ART 2723—Art History II.

A survey of the historical background of art forms from Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION

BAD 2323—Business Statistics.

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

BAD 2413—The Legal Environment of Business.

Environmental study of legal influences, concepts, institutions, emphasizing social forces shaping business law. Introduces business students to interrelationships of law and society, jurisprudence, and business. Three lectures. Three hours credit.

BIOLOGY

BIO 1133 – General Biology I for Non-Majors.

An introduction to the basic principles of modern biology. Topics include cell biology, genetics, ecology, and anatomy/physiology of plants and animals. Course is designed for non-science majors and does not satisfy prerequisite for more advanced courses. Three lectures. Two hours laboratory. Three hours credit.

BIO 1134 – General Biology I for Majors.

An introduction to the basic concepts of biology. Topics include: cell chemistry, cell structure, photosynthesis, respiration, protein synthesis, cell division, genetics and evolution. Three lectures. Two hours laboratory. Four hours credit.

BIO 1144 – General Biology II for Majors.

An introduction to the major groups of plants and animals. Topics include taxonomy, phylogeny, life cycles, ecology, and behavior. Three lectures. Two hours laboratory. Four hours credit.

BIO 1314 – Botany I.

An introduction to the biology of plants: physiology, genetics, development, anatomy and morphology. Emphasis is on flowering plants. Three lecture hours. Two hours laboratory. Three hours credit.

BIO 1324 – Botany II (Prerequisite: BIO 1134 or consent of the instructor).

An introduction to the biology of plants. Topics include: plant anatomy and morphology, transport, photosynthesis, gas exchange, transpiration, mineral nutrition, reproduction, classification, and plant ecology. Designed for science majors. Three lectures. Two hours laboratory. Four hours credit.

BIO 1514 – Anatomy and Physiology I.

An anatomical and physiological study of the human body. A study of cell functions, tissues, integumentary, skeletal, muscular, and nervous systems. Each system is considered in detail regarding both structure and function. Three lectures. Two hours laboratory. Four hours credit.

BIO 1524 – Anatomy and Physiology II (Prerequisite: BIO 1514).

A continuation of Anatomy and Physiology I. A study of sense organs, circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Three lectures. Two hours laboratory. Four hours credit.

BIO 2414—Zoology I.

An introductory course in college zoology. Includes a study of basic scientific principles, behavior and structure of matter, characteristics of life, microscopy, animal cells and tissues, mitosis and meiosis, embryological development, and a survey of human systems. Three lecture hours. Two hours laboratory. Four hours credit.

BIO 2424—Zoology II (Prerequisite: BIO 2414 or Bio 1134).

A continuation of BIO 2414 in which the protozoans and major animal groups are studied. A survey including typical representatives of each animal group and/or dissection in the laboratory. Three lecture hours. Two hours laboratory. Four hours credit.

BIO 2514—Human Anatomy and Physiology I (Prerequisite: BIO 1134 or consent of instructor).

This course is designed for pre-professional majors. A detailed study of the anatomy and physiology of the human body. Laboratory investigations will utilize common medical laboratory procedures and instrumentation, as well as study of animal specimens as representative of analogous human systems. Topics include tissues, integumentary system, skeletal system, muscular system, nervous system, and sense organs. Three lectures. Two hours laboratory. Four hours credit.

BIO 2524—Human Anatomy and Physiology II (Prerequisite: BIO 2514)

This course is a continuation of BIO 2514. The study of the nervous system, sense organs, circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Lab will consist of activities monitoring human physiological functions. Three lectures. Two hours lab. Four hours credit.

BIO 2924—Microbiology. (Prerequisite: BIO 1134 or permission of instructor).

Introduction to the biology of microorganisms: classification, physiology, genetics and control. Emphasis is on bacteria and viruses. Laboratory topics include staining, cultivation, identification and environmental influences on growth. Designed for science majors. Three lecture hours. Two hours laboratory. Four hours credit.

CHEMISTRY

CHE 1211—General Chemistry Laboratory I.

Selected experiments to illustrate the principles introduced in CHE 1213. Three hours laboratory. One hour credit.

CHE 1213—General Chemistry I. (Corequisite: MAT 1313 or instructor's permission).

An introductory course covering the fundamental concepts of college chemistry. Topics addressed include: atomic structure, periodicity, bonding, formulas and composition, reactions, stoichiometry, gas laws, liquids, and solids. Three lecture hours. Three hours credit.

CHE 1221—General Chemistry Laboratory II. (Prerequisite: CHE 1211).

Selected experiments to illustrate the principles introduced in CHE 1223. Three hours laboratory. One hour credit.

CHE 1223—General Chemistry II (Prerequisite: CHE 1213).

A continuation of CHE 1213 with emphasis on the following topics: solutions, acid-base theories, redox reactions, thermodynamics, kinetics, equilibria, and electrochemistry. Three lecture hours. Three hours credit.

CHE 1314—Principles of Chemistry I. (Corequisite: MAT 1233 or higher).

Designed primarily for home economics, nursing and other allied health majors. A study of the properties of matter and energy and their application to inorganic principles; accepted atomic and molecular models; the accepted theories of acids and bases; dynamic aspects of chemical systems and basic principles of nuclear chemistry. Three lecture hours. Three hours laboratory. Four hours credit.

CHE 1414—Introductory Organic and Biochemistry (Prerequisite: CHE 1213 or CHE 1314).

Primarily for home economic, nursing and other allied health majors. A study of organic compounds with a particular emphasis on those of biological importance and the chemical processes associated with human biochemistry. Three lecture hours. Three hours laboratory. Four hours credit.

CHE 2424—Organic Chemistry I (Prerequisite: CHE 1223).

Basic principles of carbon chemistry bonding, structure, and behavior; aliphatic compounds; methane, alkanes, alkenes, alkynes and dienes, alicyclic hydrocarbons; stereochemistry and stereoisomerism. Three lecture hours. Three hours laboratory. Four hours credit.

CHE 2434—Organic Chemistry II (Prerequisite: CHE 2424).

Continuation of CHE 2424. Study of aromatic and heterocyclic compounds with emphasis on reactions, reaction mechanisms and nomenclature; introductions to some important biomolecules and the use of spectroscopy in compound identification. Three lecture hours. Three hours laboratory. Four hours credit.

COMPUTER SCIENCE

CSC 1113—Introduction to Computer Concepts (Prerequisite: Knowledge of keyboard preferred.).

Introduction to the basic concepts and structure of computers and computer programming; data representation; machine logic; history of computing; introduction to BASIC programming: introduction to application software. Three lectures. One hour laboratory. Three hours credit.

CSC 1123—Microcomputer Applications (Prerequisite: Keyboarding skills required).

Designed to teach the use of major application packages to include fundamental word processing, electronic spreadsheet, and database management principles, as well as, basic disk operating system commands and functions. Emphasis is placed on the use of the microcomputer to solve problems in a variety of application environments. (WORDPERFECT 5.1, DBASE III + , SUPERCALC4) Two lectures. Two hours laboratory. Three hours credit.

CSC 1613—Computer Programming I (Prerequisite: CSC 1113).

Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in PASCAL with a variety of applications. Three lectures. Three hours credit.

CSC 2323—FORTRAN Programming and Applications (Prerequisite: Sophomore standing).

A course primarily for mathematics, engineering, and science majors. Emphasis is on the structure of the FORTRAN language and its applications to problems in mathematics, engineering, and science. Three lectures. Three hours credit.

CSC 2413—COBOL Programming (Prerequisite CSC 2623)

Includes the structures, data bases, and operating systems. Applications place particular emphasis on business systems and operations. Three hours lecture. Three hours credit.

CSC 2623—Computer Programming II.

Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Two lectures. Two hours laboratory. Three hours credit.

ECONOMICS

ECO 2113—Principles of Economics I (Macroeconomics).

Introductory macroeconomics. Study of resources and goals of the economy, national income, employment, fiscal, and monetary policy, Keynesian and Monetarist theories, economic growth, and other contemporary problems involving population and the environment.

ECO 2123 – Principles of Economics II (Microeconomics).

An introduction to Microeconomics. Emphasis on the role of the price system in directing the production of goods and services, distribution of income, international trade, and comparative economic systems. Three lectures. Three hours credit.

EDUCATION

EDU 1111 – Library Science.

This course gives a general coverage of library classification, card catalog, dictionaries, periodical indexes, and other general reference books. Directed study and library research of special topics in biology, mathematics, or physical science. Laboratory or field research, regular conferences with supervising teacher, and presentation of project results in a paper and/or symposium required. One lecture. One hour credit.

EDU 1311 – Orientation.

This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.

ENGINEERING

EGR 2413 – Engineering Mechanics I (Statics).

Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.

ENGLISH

ENG 1103 – Developmental English I.

This course stresses basic written communication skills. A comprehensive review of grammar is the primary objective. In addition, attention is given to specific spelling and reading problems. Sentence patterns and paragraph organization are examined and practiced in preparation for essay writing. Three hours institutional credit. (Not designed to transfer).

ENG 1113 – English Composition I.

A study of composition, with a review of grammar and emphasis on the rhetorical processes of writing. Three lectures. Three hours credit.

ENG 1123—English Composition II (Prerequisite: ENG 1113).

This course reinforces basic writing strategies and skills learned in ENG 1113, with emphasis on critical analysis and documented research. Three lectures. Three hours credit.

ENG 1203—Developmental English II.

A continuation of ENG 1103 with emphasis on language usage, paragraphs and finished essays. Three hours institutional credit. (Not designed to transfer).

ENG 2133—Creative Writing I (Prerequisite: Consent of the Instructor).

Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2143—Creative Writing II (Prerequisite: Consent of the Instructor).

Continuation of ENG 2133. Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2223—American Literature I.

A survey of American writings that traces the emergence of a national literature. Readings include historical, political, and imaginative works of writers such as Winthrop, Bradstreet, Franklin, Jefferson, Poe, Hawthorne, and Whitman. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

ENG 2233—American Literature II.

A survey of American literature from the 1860's to the present. Representative works of writers including Twain, Eliot, Faulkner, and Hemingway are examined. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

ENG 2323—English Literature I.

A survey of major English poetry and prose from Beowulf through selected writings by Johnson and Boswell (700-1885 approximately). The works are examined in terms of themes, literary techniques and traditions, and history. Individual writers include, but are not limited to, Chaucer, Shakespeare, Milton, and Swift. Three lectures. Three credit hours.

ENG 2333—English Literature II.

A survey of major English poetry and prose from the age of Romanticism (approximately 1885) to the present. Individual writers include, but are not limited to, Blake, Wordsworth, Hopkins, Yeats, and James Joyce. The works are examined in terms of themes, literary techniques and traditions, and history. Three lectures. Three hours credit.

ENG 2423—World Literature I.

Selected major works of Greece, Rome, Medieval and Renaissance Europe, with emphasis on folk and literary epics of various countries and periods. Three lectures. Three hours credit.

ENG 2433—World Literature II.

A continuation of ENG 2423. Selected European writings and major English and American works from the Neoclassic period to the present. Three lectures. Three hours credit.

EDUCATIONAL PSYCHOLOGY**EPY 2513—Child Psychology (Human Growth and Development I).**

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

EPY 2523—Adolescent Psychology (Human Growth and Development II).

A study of the individual during the adolescent years. Three lectures. Three hours credit.

EPY 2533—Human Growth and Development.

This course is designed to study the human organism as it is affected by growth and development from conception to old age; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to nurses. Three lectures. Three hours credit.

GEOGRAPHY**GEO 1113—World Geography.**

A regional survey of the basic geographic features and major new developments of the nations of the world including the U.S. Three lectures. Three hours credit.

GRAPHICS AND DRAWING**GRA 1143—Graphic Communication.**

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, descriptive geometry, and computer aided drawing (Auto Cad). Two lectures. Four hours laboratory. Three hours credit.

GRA 1153—Technology Graphics (Prerequisite: GRA 1143).

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings; concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

GRA 2113—Computer Graphics (Prerequisites: GRA 1143 & GRA 1153).

Use of CAD systems to produce multiview drawings, pictorials, drawings of two and three dimension shape and working drawings. One lecture. Five hours laboratory. Three hours credit.

HOME ECONOMICS

HEC 1141, 1151, 2161, 2171—Modeling I, II, III, IV.

Audition required. Enrollment by consent of instructor.

A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and perform for other audiences. Two hours practice. One hour credit.

HEC 1253—Nutrition.

Major topics include an introduction to nutrition (carbohydrates, fats, proteins, metabolism, vitamins, water, electrolytes, and minerals), nutrition in community health and the life cycle, and the applications of nutrition to physical fitness, weight management, stress management, and drug interaction. Three lectures. Three hours credit.

HISTORY

HIS 1113—Western Civilization I.

A general survey of European history from ancient times to 1648 A.D. Three lectures. Three hours credit.

HIS 1123—Western Civilization II.

A general survey of Western civilization since 1648 A.D. Three lectures. Three hours credit.

HIS 2213—American (U.S.) History I.

This course is a survey of U.S. History from the period of discovery and exploration through the Reconstruction. Three lectures. Three hours credit.

HIS 2223—American (U.S.) History II.

This course is a survey of U.S. History from Reconstruction to the present. Three lectures. Three hours credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION

HPR 1111 – General Activities (First Course).

These courses include varied exercises and activities such as volleyball, etc. No lecture is involved. Not designed for physical education majors. Two classes. One hour credit.

HPR 1121 – General Activities (Second Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 1131 – Varsity Sports.

Participation in _____ varsity sports. One hour credit.
(name sports)

HPR 1141 – Varsity Sports.

Participation in _____ varsity sports. One hour credit.
(name sports)

HPR 1213 – Personal and Community Health I.

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

HPR 1313 – Introduction to Health, Physical Education and Recreation.

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

HPR 1511 – Team Sports (First Course).

Lecture on rules and techniques in basketball, stunts and tumbling. Two classes. One hour credit.

HPR 1521 – Team Sports (Second Course).

Lecture on rules and techniques in volleyball and softball. Two classes. One hour credit.

HPR 1531 – Individual and Dual Sports (First Course).

Lecture and practice in paddle tennis and flag football. Two classes. One hour credit.

HPR 1541 – Individual and Dual Sports (Second Course).

Lecture and practice in weight training. Two classes. One hour credit.

HPR 1551 – Fitness and Conditioning Training I.

Lecture and practice in weight training. Two classes. One hour credit.

HPR 1561 – Fitness and Conditioning Training II.

Lecture and practice in weight training. Two classes. One hour credit.

HPR 2111 – General Activities (Third Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 2121 – General Activities (Fourth Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 2131 – Varsity Sports.

Participation in _____ varsity sports. One hour credit.
(name sports)

HPR 2141 – Varsity Sports.

Participation in _____ varsity sports. One hour credit.
(name sports)

HPR 2213 – First Aid and Civil Defense.

First aid treatment as practiced by the American Red Cross; Standard, Advanced, and Instructor's Courses. Civil Defense adult education course teaching personal and family survival under nuclear attack and natural disaster. Three lectures. Three hours credit.

HPR 2323 – Recreational Leadership.

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

HPR 2422 – Football Theory.

Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Two lectures. Two hours credit.

HPR 2433 – Basketball Theory.

A theoretical study of basketball from an offensive and defensive standpoint, including the fundamentals and team organization. Three lectures. Three hours credit.

HPR 2551 – Fitness and Conditioning Training III.

Lecture and practice in weight training. Two classes. One hour credit.

HPR 2561 – Fitness and Conditioning Training IV.

Lecture and practice in weight training. Two classes. One hour credit.

HUMANITIES

HUM 1911, 1921, 2911, 2921 – Honors Forum I, II, III, IV.

Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty, and/or students. One lecture. One hour credit.

INDUSTRIAL EDUCATION/TECHNOLOGY TEACHER EDUCATION

IED 1213 – Wood Technology.

Study of wood production, manufacturing sales, construction industries, and experimentation of current woodworking skills. Two lectures. Four hours laboratory. Three hours credit.

IED 2312 – General Metal Work.

Sheet and wrought metal processing; experimentation in bench tools, metal design, jigs, machine processes and metal finishes; construction of metal projects. Four hours laboratory. Two hours credit.

IED 2323 – Forging and Welding.

Practice in handforging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

IED 2413 – History and Appreciation of the Artcrafts.

Growth and development of the artcrafts through the ages; instructional applications; practical designs; demonstrations and projects in leather, ceramics, woodworking and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

JOURNALISM

JOU 1111 – College Publications I.

A laboratory course designed to give practical experience in working with the college yearbook, the *Horizons* or the college newspaper the *Growl*. Planning, lay-outs, typewriting, proofreading, and photography will be emphasized according to student interest. Two hours laboratory. One hour credit.

JOU 1121 – College Publications II.

A continuation of JOU 1111. Two hours laboratory. One hour credit.

JOU 2111 – College Publications III.

A laboratory course that will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement of skills in headline writing, copy editing, and makeup and design will be stressed. Two hours laboratory. One hour credit.

JOU 2121 – College Publications IV.

A continuation of JOU 2111. Two hours laboratory. One hour credit.

MATHEMATICS

MAT 1103 – Developmental Mathematics.

A review of fundamental arithmetical skills: A study of the four basic operations with whole numbers, fractions, decimals and signed numbers; percentages and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer.)

MAT 1213 – Beginning Algebra (Prerequisite: MAT 1103 or appropriate placement scores).

A review of operations on real numbers, an introduction to solving linear equations, graphing linear equations of two variables, exponents and polynomials, factoring, rational expressions, roots and radicals. Three lectures. Three hours credit.

MAT 1233 – Intermediate Algebra (Prerequisite: MAT 1213 or appropriate placement scores).

This course is designed for students whose qualifications are deficient for MAT 1313. The course includes factoring, algebraic fractions, operations with polynomials, roots and radicals, exponents, linear and quadratic equations and linear inequalities. Three lectures. Three hours credit.

MAT 1313 – College Algebra (Prerequisite: MAT 1233 or appropriate placement scores).

Real and complex numbers; algebraic equations and inequalities; graphs; algebraic functions; exponential and logarithmic functions; systems of equations and inequalities; polynomials; and other selected topics. Three lectures. Three hours credit.

MAT 1323 – Trigonometry (Prerequisite: MAT 1313 or permission of Academic Dean).

This course is a study of trigonometric functions, solutions of right and oblique triangles, identities, trigonometric equations, graphs and applications. Three lectures. Three hours credit.

**MAT 1333 – Finite Mathematics & Introduction to Calculus
(Prerequisite: MAT 1313).**

Matrices, systems of linear equations and inequalities, linear programming by graphing and the simplex method, introduction to calculus, and applications of these and other selected topics to problems involving business decision making. Three lectures. Three hours credit.

MAT 1613 – Calculus I (Prerequisite: MAT 1313 & MAT 1323 or appropriate placement scores).

Functions, limits, continuity, derivatives, applications of the derivative, and selected topics from analytic geometry. Three lectures. Three hours credit.

MAT 1623 – Calculus II (Prerequisite: MAT 1613).

Antiderivatives; definite integrals; integration by numerical methods; applications of definite integrals and differential equations; differentiation and integration of trigonometric, exponential, logarithmic, and hyperbolic functions. Three lectures. Three hours credit.

MAT 1723 – The Real Number System.

Structure and development of the real number system and its subsystems as it pertains to elementary school mathematics. Three lectures. Three hours credit.

MAT 1733 – Geometry, Measurement and Probability.

Open only to elementary or special education majors. The course includes problem-solving processes, intuitive foundations of geometry, basic concepts of measurements and probability. Three lectures. Three hours credit.

MAT 2613 – Calculus III (Prerequisite: MAT 1623).

Continuation of methods of integration, indeterminate forms, improper integrals, infinite series, polar coordinates, vectors. Three lecture. Three hours credit.

MAT 2623 – Calculus IV (Prerequisite: MAT 2613).

Further techniques of vector calculus, differential calculus of multivariate functions, multiple integration, line and surface integrals. Three lectures. Three hours credit.

MAT 2913 – Differential Equations (Prerequisite: MAT 1623 and concurrent enrollment in MAT 2613).

Solution of first and higher order ordinary differential equations, existence theorems, systems of linear differential equations, Laplace transform, applications. Three lectures. Three hours credit.

MODERN FOREIGN LANGUAGE

MFL 1113—Elementary French I.

This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. Three lectures. One hour laboratory. Three hours credit.

MFL 1123—Elementary French II.

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. One hour laboratory. Three hours credit.

MFL 1213—Elementary Spanish I.

This course is designed to develop basic language skills; reading, writing, and speaking. Records and tapes are used to develop correct pronunciation. Drills on grammar through written and oral exercises are used in class work. Three lectures. One hour laboratory. Three hours credit.

MFL 1223—Elementary Spanish II.

A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. Records and tapes are used to develop correct pronunciation. Three lectures. One hour laboratory. Three hours credit.

MFL 2113—Intermediate French I.

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. One hour laboratory. Three hours credit.

MFL 2123—Intermediate French II.

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures. One hour laboratory. Three hours credit.

MFL 2213—Intermediate Spanish I.

A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversaphone records are used. Three lectures. One hour laboratory. Three hours credit.

MFL 2223—Intermediate Spanish II.

A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the students to record and listen to his own and other student's use of the language. Three lectures. One hour laboratory. Three hours credit.

MUSIC
MUSIC APPLIED
(Brass, Percussion, Piano, Strings, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151 – Brass for Non-Majors I, II, III, IV.
One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182 – Brass for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1441, 1451, 2441, 2451 – Percussion for Non-Majors I, II, III, IV.
One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482 – Percussion for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521 – Class Piano I, II, III, IV.
For instrumental and voice majors only. One lesson. Three hours practice. One hour credit.

MUA 1541, 1551, 2541, 2551 – Piano for Non-Majors I, II, III, IV.
One lesson. Three hours practice. One hour credit.

MUA 1573, 1583, 2573, 2583 – Piano for Music Majors I, II, III, IV.
One hour private instruction. Nine hours practice. Three hours credit.

MUA 1641, 1651, 2641, 2651 – Strings for Non-Majors I, II, III, IV.
One hour private instruction. Three hours practice. One hour credit.

MUA 1672, 1682, 2672, 2682 – Strings for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721 – Class Voice I, II.
For Piano and Instrumental majors only. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751 – Voice for Non-Majors I, II, III, IV.
One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782 – Voice for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851 – Woodwinds for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882 – Woodwinds for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUSIC ORGANIZATIONS

(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)

MUO 1111, 1121, 2111, 2121 – Band I, II, III, IV.

Four practice sessions. One hour credit.

MUO 1141, 1151, 2141, 2151 – Small Band Groups I, II, III, IV.

One practice sessions. One hour credit.

MUO 1171, 1181, 2171, 2181 – Stage Band I, II, III, IV.

One practice session. One hour credit.

MUO 1211, 1221, 2211, 2221 – Choir I, II, III, IV.

Three hours practice. One hour credit.

MUO 1241, 1251, 2241, 2251 – Small Singing Groups I, II, III, IV.

One practical session. One hour credit.

MUSIC FOUNDATIONS

(Education, History, Theory)

MUS 1113 – Music Appreciation.

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

MUS 1214, 1224, 2214, 2224 – Music Theory I, II, III, IV.

Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

MUS 2413 – Music Literature I.

Style and history of the standard repertory of music in western civilization from Gregorian chant to the contemporary era. Enrollment limited to sophomore music majors and minors. Three lectures. Three hours credit.

MUS 2423 – Music Literature II (Prerequisite: MUS 2413).

Covers the romantic and contemporary styles. Emphasis on classifying and identifying period and composer characteristics. Primarily for music majors. Three lectures. Three hours credit.

NURSING, ADN**NUR 1117 – Fundamentals of Nursing (Prerequisite: BIO 1514 & BIO 1524).**

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Four lectures. Nine hours laboratory. Seven hours credit.

NUR 1128 – Adult-Child Nursing I (Prerequisite: NUR 1117).

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic human needs. Care of the pre- and post-operative patient is explored. Concepts introduced in Nursing 1117 are reinforced and applied. Nutrition and pharmacology are integrated. Five lectures. Nine hours laboratory. Eight hours credit.

NUR 2132 – Concepts of Psychiatric/Mental Health Nursing - Clinical. (Prerequisites: NUR 1128 and NUR 2133).

This course focuses on the utilization of the nursing process in the care of patients with unmet psychosocial needs and affords students the opportunity to utilize therapeutic communication in these nurse/patient relationships. The psychopathology underlying altered behavioral responses to unmet needs will be utilized as a basis for understanding the rationale for nursing approaches. Forty clock hours clinical per week for two weeks. Ten clock hours observations and tours. Two hours credit.

NUR 2133 – Concepts of Psychiatric/Mental Health Nursing. (Prerequisite: NUR 1117, PSY 1513).

This course offers fundamental concepts for the provision of care for patient with unmet psychosocial needs. The psychopathology underlying altered behavioral responses to unmet needs will be explored as a basis for understanding the rationale for nursing approaches. Three lectures. Three hours credit.

NUR 2148 – Maternal-Child Nursing (Prerequisite: NUR 1128).

This course focuses on the utilization of the nursing process in the care of mothers and children at various age levels. It introduces basic nursing knowledge and skills related to meeting normal needs with emphasis on the role of the nurse, as any threats to those needs are encountered. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2158 – Adult-Child Nursing II (Prerequisite: NUR 2148).

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 1128. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience in organizing, implementing and evaluating care for patients. Nutrition and pharmacology are integrated. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2163 – Management of Nursing Care (Prerequisite: NUR 2148).

This course is designed to introduce basic principles of organization and management that will assist the student in functioning as an associate degree nurse. The basic elements of leadership and delegation will be incorporated as it relates to coordinating the care of a group of patients. Three lectures. Three hours credit.

NURSING, ADN

(Electives for both nursing and non-nursing students)

NUR 2211 – Health Issues.

This course will provide students an opportunity for in-depth study of current health problems - certain disease entities - and the impact they may have on health-care delivery as a whole and on the individual. The student has the opportunity to choose an area of interest within which to gain insight into perspectives of current health issues. One lecture. One hour credit.

NUR 2212 – Health Issues.

This course will provide students an opportunity for in-depth study of current health problems - certain disease entities - and the impact they may have on health-care delivery as a whole and on the individual. The student has the opportunity to choose an area of interest within which to gain insight into perspectives of current health issues. Two lectures. Two hours credit.

NUR 2213 – Health Issues.

This course will provide students an opportunity for in-depth study of current health problems - certain disease entities - and the impact they may have on health-care delivery as a whole and on the individual. The student has the opportunity to choose an area of interest within which to gain insight into perspectives of current health issues. Three lectures. Three hours credit.

PHILOSOPHY AND BIBLE**PHI 1113 – Old Testament Survey.**

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

PHI 1133 – New Testament Survey.

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

PHI 2113 – Introduction to Philosophy.

An introduction to systematic and philosophical thinking and study of significant men and trends of philosophy both past and present. The emphasis is on learning how to think properly and how to come to grips with “proper” thinking of great philosophers. Three lectures. Three hours credit.

PHYSICS**PHY 1113 – Astronomy.**

Introduction to the solar system, stars, our galaxy and the extragalactic universe. Required observatory work at night. Two lecture hours. Three hours laboratory. Three hours lecture.

PHY 2243 – Physical Science Survey I (Corequisite: MAT 1233 or higher).

An introduction to the basic concepts of physics and astronomy. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Two lecture hours. Two hours laboratory. Three hours credit.

PHY 2253 – Physical Science Survey II (Corequisite: MAT 1233 or higher).

An introduction to the basic concepts of chemistry and geology. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Two lecture hours. Two hours laboratory. Three hours credit.

PHY 2414 – General Physics I (Prerequisite: MAT 1323).

A study of mechanics, heat and sound. Three lecture hours. Three hours laboratory. Four hours credit.

PHY 2424 – General Physics II (Prerequisite: PHY 2414).

Electricity and magnetism, light and optics, introduction to modern physics. Three lecture hours. Three hours laboratory. Four hours credit.

PHY 2514 – Engineering Physics I (Prerequisite: MAT 1613).

A study of mechanics, heat, and sound. Primarily for engineering, science, and mathematic majors. Three lectures. Three hours laboratory. Four hours credit.

PHY 2524 – Engineering Physics II (Prerequisite: PHY 2514).

A study of electricity and magnetism, light and optics, includes an introduction to modern physics. Three lectures. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE

PSC 1113 – American National Government.

Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

PSC 1123 – American State and Local Government.

Relationship between states and federal governments, and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.

PSYCHOLOGY

PSY 1513 – General Psychology I.

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

READING

REA 1103 – Development Reading I.

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours instructional credit. (Not designed to transfer).

REA 1203—Developmental Reading II.

A continuation of REA 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

REA 1213—Reading and Study Skills I.

A course provided to help students develop reading skills necessary for success in college. Emphasis is placed on comprehension, vocabulary, and study skills. Guidance in developing wide reading interests. Three lectures. Three hours credit.

REA 1223—Reading and Study Skills II.

A continuation of REA 1213. Three lectures. Three hours credit.

REA 1233—Speed Reading I.

A course designed to improve a student's reading rate with emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests that will provide background for college courses. Three lectures. One hour laboratory. Three hours credit.

SOCIOLOGY

SOC 2113—Introduction to Sociology.

A study of human relationships. Students will receive a synopsis of the whole field of sociology; the social world, the social and cultural processes within the world, and the integration of these processes in relation to the individual, the group, and the institution. Three lectures. Three hours credit.

SOC 2133—Social Problems.

A study of the nature, scope, and effects of the major social problems of study and the theoretical preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster. Family problems include the aged, mentally ill, and retarded. Field trips to more fully acquaint students with social problems. Three lectures. Three hours credit.

SOC 2143—Marriage and Family.

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments of society. Three lectures. Three hours credit.

SPEECH AND THEATRE

SPT 1113—Oral Communication (Principles of Speech).

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

SPT 1233 – Acting I (Prerequisite: SPT 1113).

An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or a major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Required laboratory. Three hours credit.

SPT 1241, 1251, 1261, 1271 – Drama Production I, II, III, IV.

Participation in college drama productions. Three hours laboratory. One hour credit.

SPT 2143 – Oral Interpretation (Prerequisite: Sophomore standing, permission of the instructor).

Training is given in the techniques of oral interpretative reading; its theories and practices. Emphasis is placed on studies of the backgrounds of the authors and selections, and upon reading the printed page. Three lectures. Three hours credit.

SPT 2233 – Theatre Appreciation.

Appreciation of the theatre as a performance art; developing perceptive audience standards through demonstrations of the unique characteristics of the theatre. The course will include an examination of theatre's history and physical structure. Three lectures. Three hours credit.

SPT 2243 – Directing (Prerequisite: SPT 1113).

Principles of stage directing, preparation of a director's prompt book and the directing of a one-act play. Three lectures. Four hours laboratory for the last four weeks of the semester. Three hours credit.

TECHNICAL COURSE DESCRIPTIONS

BANKING AND FINANCE TECHNOLOGY

TBF 1123—Money and Banking.

Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

BROADCASTING TECHNOLOGY

BGT 1212—Introduction to Broadcasting I.

This preliminary course provides an overview of the radio and television communications industry. The history and development of radio and television as mass media and current technological changes in the industry are explored to give the student an understanding of the role of radio and television in our society. Two lectures. Two hours credit.

BGT 1311—Broadcast Lab. I.

Students practice announcing techniques and prepare programming material for the college radio station. Two hour laboratory. One hour credit.

BGT 1412—Radio Station Operations I.

The study of the techniques and applications of oral interpretations and general American speech patterns commonly heard in radio broadcasts. Two lectures. Two hours credit.

BGT 1512—Mass Communications I.

A study of the operations of mass media organizations distributing public information to support marketing and public opinion objectives. Two lectures. Two hours credit.

BGT 2212—Introduction to Broadcasting II.

A continuation of BGT 1212. Two lectures. Two hours credit.

BGT 2311—Broadcast Lab. II.

Students prepare various sound productions for class and for the college radio station. Two hours laboratory. One hour credit.

BGT 2412—Radio Station Operations II.

The study of the physical and psychological aspects of sound used in sound productions for broadcast. Two lectures. Two hours credit.

BGT 2512 – Mass Communications II.

A study of the operations of mass media organizations distributing public information to support marketing and public opinion objectives. Two lectures. Two hours credit.

BGT 3312 – Broadcast Lab. III.

Students are given practical experience in administration by selecting, scheduling, and producing programming materials for the college radio station. Second year students will also critique programming materials prepared by the first year students. Four hours laboratory. Two hours credit.

BGT 3613 – Television Production I.

The study and practice of the basic mechanics of video production with emphasis on the use of the camera and lighting outside of the studio. Two lectures. Two hours laboratory. Three hours credit.

BGT 3712 – Broadcast Writing I.

The study and practice of copy writing for programming, commercials, and news. Emphasis is on writing commercials and promotional announcements. Two lectures. Two hours credit.

BGT 3813 – Station Administration I.

The study of radio, television, and cable stations which includes: organization, operation, regulation, and the duties/responsibilities of station personnel. Three lectures. Three hours credit.

BGT 4312 – Broadcast Lab. IV.

A continuation of practical experience in administrative duties. Four lab. Two hours credit.

BGT 4613 – Television Production II.

The continued study of video production with emphasis on television studio production and video editing. Two lectures. Two hours laboratory. Three hours credit.

BGT 4712 – Broadcast Writing II.

The continued study of copy writing with the emphasis on news writing. Two lectures. Two hours credit.

BGT 4813 – Station Administration II.

A continuation of the study of administration of radio, television, and cable stations. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION TECHNOLOGY

TBA 1113—Principles of Banking.

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

TBA 2413—Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

TBA 2713—Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

TBA 2723—Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

TBA 2733—Real Estate Finance.

This course provides a background in the varied real estate mortgage credit operations of commercial banks in the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

TBA 2744—Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

BUSINESS TECHNOLOGY

BOT 1113—Document Formatting and Production (Prerequisite: BOV 1104 or high school typewriting, Goodman and Grenada; BOV 1203 or high school typewriting, Ridgeland).

This course continues the development of keyboarding speed and accuracy. Emphasis is on formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. One hour lecture. Four hours lab. Three hours credit.

BOT 1124—Word Processing Applications (Prerequisites: BOV 1104 and BOT 1113, Goodman and Grenada; BOT 1113 and BOV 1103 or equivalent, Ridgeland campus).

This course is designed to enable the student to produce complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Four hours lab. Four hours credit.

BOT 1133—Introduction to Desktop Publishing.

An introduction to the basic concepts of desktop publishing and a review of software. Two hours lecture. Two hours lab. Three hours credit.

NOTE! This is a special certification/licensure course for high school teachers. One week of instruction in the course will be conducted in the classroom/laboratory and two additional weeks will be utilized to complete assigned projects outside the classroom/laboratory. Classes meet from 8 a.m. to 5 p.m. (5 class days total).

BOT 1213—Professional Development (Corequisite: BOV 1102, Goodman and Grenada; BOV 1101 or equivalent, Ridgeland campus).

Designed to develop an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional self-image, ethics, stress management, human relations skills, organizational dynamics, etc. Two hours lecture. Two hours lab. Three hours credit.

BOT 1313—Applied Business Mathematics (Corequisite: BOV 1102, Goodman and Grenada; BOV 1201 or equivalent, Ridgeland campus).

A course designed to develop competency in mathematics for business use. Fundamental principles and operations in mathematics and applied to real-life situations such as earnings, saving, investing, home ownership, taxes, insurance, operating business enterprises such as retailing and manufacturing. Two hours lecture. Two hours lab. Three hours credit.

BOT 1413—Records Management (Corequisite: BOV 1102, Goodman and Grenada; BOV 1101 or equivalent, Ridgeland).

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall—paper, image, and digital—and the treatment of these categories in proper management, storage, and retrieval. The student will apply decision-making, judgment, and other management skills in case studies. Basic application of filing classification skills will also be taught. Two hours lecture. Two hours lab. Three hours credit.

BOT 1513—Machine Transcription (Prerequisites: BOV 1104 and BOT 1113, Goodman and Grenada; BOT 1113 and BOV 1103 or equivalent, Ridgeland).

This course is designed to teach the student to transcribe a wide variety of business communications from machine dictation and to introduce the student to products, services, and terminology encountered in various types of business organizations. The coordination of typewriting and transcribing skills in the production of business communication will be emphasized. A review of the language arts skills of punctuation, spelling, editing, proofreading, and vocabulary is stressed. Two hours lecture. Two hours lab. Three hours credit.

BOT 1523—Medical Machine Transcription I (Prerequisites: BOT 1113 and BOT 1513).

This course provides an opportunity to master the paramedical skill of medical transcription. Students transcribe from taped dictation and learn to produce accurate medical reports and records, knowing how and when to use medical dictionaries, and understanding and accepting ethical conduct required of persons handling confidential medical data. One hour lecture. Four hours lab. Three hours credit.

BOT 1613—Shorthand I.

Introduction to the theory and practice and symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. Two hours lecture. Two hours lab. Three hours credit.

BOT 2133—Desktop Publishing (Prerequisite: BOT 1124).

Introduction to desktop publishing concepts. Elements of attractive page layout and design will be stressed. Desktop publishing software will be used to develop a set of publishing projects. Two hours lecture. Two hours lab. Three hours credit.

BOT 2412—Computerized Accounting (Prerequisite: ACC 1213).

A study of the major areas of a computerized accounting system—general ledger, accounts receivable, accounts payable, payroll, and depreciation. Introduces the student to the business capabilities of the microcomputer for a sole proprietorship, a partnership, and a corporation. One hour lecture. Two hours lab. Two hours credit.

BOT 2533 – Medical Machine Transcription II (Prerequisite: BOT 1523).

This course is designed to continue training competent medical transcriptionists in the preparation of dictated medical record reports. Instruction includes dictation given by doctors with foreign accents, additional medical specialties, and actual hospital dictation provided by the medical records department of a local hospital. One hour lecture. Four hours lab. Three hours credit.

BOT 2623 – Shorthand II (Prerequisite: BOT 1613).

A continuation of the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. One hour lecture. Four hours lab. Three hours credit.

BOT 2714 – Advanced Microcomputer Applications (Prerequisite: BOV 1104 or BOT 1124, Goodman and Grenada; BOT 1124 and BOV 1103 or equivalent, Ridgeland).

Instruction includes using DOS and applications software with integrated activities including word processing, database, spreadsheet, graphics, and telecommunications. Students will use the computer to complete many activities and projects of a realistic business nature. Sources of software, guidelines for evaluating software, software manuals, and software license agreements will be covered. Two hours lecture. Four hours lab. Four hours credit.

BOT 2723 – Administrative Office Procedures (Prerequisites: BOV 1104 and BOV 1102, Goodman and Grenada; BOV 1103, BOV 1101 or equivalent, and BOV 1201 or equivalent, Ridgeland).

A course designed to provide essential skills required for a typical business office. Instruction includes office protocol, prioritizing, telephone techniques, office equipment, mail services, reference materials, and travel and meeting arrangements. Simulated office activities will be used to provide reinforcement of these skills. Two hours lecture. Two hours lab. Three hours credit.

BOT 2733 – Administrative Office Management (Prerequisite: BOT 2723).

A course to provide management skills in an integrated electronic environment. Includes instruction and application of management theories, supervisory styles, personnel procedures, directing and leadership, organization and procedures, and office systems technology. Through the use of software, students are able to track and report on critical information for managers such as planning and scheduling, monitoring progress, resource management, tracking costs, reports, and “what if” analysis. Two hours lecture. Two hours lab. Three hours credit.

BOT 2813—Business Communications (Prerequisites: ENG 1113 and BOV 1104, Goodman and Grenada; ENG 1113 and BOV 1103 or equivalent, Ridgeland).

The study of office related communications with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logical arrangement of written presentation. Two hours lecture. Two hours lab. Three hours credit.

BOT 2823—Electronic Spreadsheet Applications (Prerequisites: ACC 1213, BOT 2714).

This course focuses on the construction and use of electronic spreadsheets as an aid to management and accounting decision making. Two lectures. Two hours lab. Three hours credit.

BOT 2833—Database Management (Prerequisites: BOT 1124, BOT 2714).

This course focuses on database management concepts using database software to create files, enter and update data, retrieve information, create lists, and merge data. Two lectures. Two hours lab. Three hours credit.

BOT 2913—Supervised Work Experience I.

Related on-the-job training. Employing firm and type of work experience to be approved by the Department of Business and Office and Related Technology. Must be at least 135 clock hours of on-the-job training. Nine hours externship. Three hours credit.

BOV 1101—Essential Skills I (Non-Machine Oriented, Ridgeland Campus).

This course is composed of the essential skills from the high school Intensive Business Training and Business Computer Applications curriculum. This course is designed for students entering the Business and Office Related Technology programs who have had no previous training in the field. Emphasis will be placed on non-machine skills required for competent office employment. One hour lecture/lab. One hour institutional credit.

BOV 1102—Introduction to the Office Environment.

This course is composed of the non-computer related essential skills from the high school Intensive Business Training and Business Computer Applications curriculum. This course is designed for students entering the Business and Office and Related Technology Cluster who have had no previous training in the field. Two hours lecture. Two hours institutional credit.

BOV 1103—Essential Skills III (Ridgeland Campus & Grenada Center).

Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data management, graphics, and BASIC programming. Two hours lecture. Two hours lab. Three hours institutional credit.

BOV 1104—Introduction to Computers.

This course is composed of the computer related essential skills from the high school Intensive Business Training and Business Computer Applications curriculum. This course is designed for students entering the Business and Office and Related Technology Cluster who have had no previous training in the field. Two hours lecture. Four hours lab. Four hours institutional credit.

BOV 1201—Essential Skills II (Machine Oriented, Ridgeland Campus).

This course is composed of the essential skills from the high school Intensive Business Training and Business Computer Applications curriculum. This course is designed for students entering the Business and Office and Related Technology programs who have had no previous training in the field. Emphasis will be placed on machine operations and manipulations required for competent office employment. One hour lecture/lab. One hour institutional credit.

BOV 1202—Essential Skills Typing (Goodman Campus & Grenada Center).

Introduction to the keyboard with emphasis on developing correct typewriting techniques applying this acquired skill to the production of business documents using the typewriter and/or computer. One hour lecture. Two hours laboratory. Two hours institutional credit.

BOV 1203—Essential Skills Typing (Ridgeland Campus).

Introduction to the keyboard with emphasis on developing correct typewriting techniques applying this acquired skill to the production of business documents using the typewriter and/or computer. Two hours lecture. Two hours lab. Three hours institutional credit.

BOV 1303—Introduction to Accounting.

An introductory course designed to give students an understanding of recording, classifying, and summarizing of business transactions and events with insight into interpretation and reporting. This is a preparatory course for Principles of Accounting. Two lectures. Two hours laboratory. Three hours institutional credit.

CPT 1113—Information Processing Concepts and Applications.

This course is designed to teach information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data base management. Three lectures. Three hours credit.

CPT 1114 – Introduction to Computers.

Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data management, graphics, and BASIC programming. Not to be taken by Business and Office Related Technology students. Two hours lecture. Four hours lab. Four hours credit.

CPT 1214 – Computer Concepts and Programming Logic.

Introduction to the history, concepts, terminology, and theory of computers and programming logic. Three hours lecture. Two hours lab. Four hours credit.

CPT 1224 – BASIC Programming Language (Prerequisites: BOV 1102 and BOV 1104).

Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. Two hours lecture. Four hours lab. Four hours credit.

CPT 1234 – Introduction to RPG Programming Language (Prerequisite: CPT 1244).

This course is designed to introduce the student to the RPG language and using the computer in business applications in an on-line environment. Two hours lecture. Four hours lab. Four hours credit.

CPT 1244 – Introduction to COBOL Programming Language (Prerequisite: CPT 1224).

This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two hours lecture. Four hours lab. Four hours credit.

CPT 1313 – Computer Operations (Prerequisite: CPT 1214 Corequisite: CPT 1244).

A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two hours lecture. Two hours lab. Three hours credit.

CPT 2264 – Advanced RPG Programming Language (Prerequisite: CPT 1234 Corequisite: CPT 2324).

This course introduces the student to the processing of multiple data files, tables, arrays, and screen processing. All student programs are written for the IBM System 36. Two hours lecture. Four hours lab. Four hours credit.

CPT 2324 – Systems Analysis and Design (Corequisite: CPT 2264).

Use of computer technology, equipment and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections, and implementation of systems. Two hours lecture. Four hours lab. Four hours credit.

CPT 2274 – Advanced COBOL Programming Language (Prerequisite: CPT 1244).

The student will gain the knowledge of control-breaks and interactive programming. Emphasis is placed on software design techniques. Programming exercises and case studies are drawn from typical business applications. Two hours lecture. Four hours laboratory. Four hours credit.

LET 1113 – Legal Systems and Terminology (Evening Class Only).

Introduction to the legal system including the nature and significance of the adversary systems, the court system, and explanation of the sources of law, and an overview of ethical standards. Two hours lecture. Two hours lab. Three hours credit.

LET 1213 – Legal Research (Evening Class Only).

Basic sources of law and methodology of legal research. Two hours lecture. Two hours lab. Three hours credit.

MET 1213 – Medical Terminology (Prerequisites: BOV 1104 and BOV 1102).

A study of terms used in reference to the medical laboratory and processes. Emphasis on learning prefixes, suffixes, and combining forms, thus enabling the student to translate and understand the language of medicine. Two hours lecture. Two hours laboratory. Three hours credit.

CHILD CARE TECHNOLOGY

TCC 1111 – Curriculum Ideas for Young Children.

Exploring curriculum ideas for young children through the child care curriculum lab, Holmes Community College Library and other field experiences. Two hours laboratory. One hour credit.

TCC 1123 – Art for Children.

Introduction to a variety of creative art activities for young children. Emphasis placed on encouraging art expression by children, not perfecting art skills. Three lectures. Three hours credit.

TCC 1154 – Child Development I.

This course focuses on each aspect of the child's development – social, cognitive, emotional and physical. Case studies will help students learn to apply theory to common situations. Laboratory work consists of directed observation and participation. Three lectures and two hours laboratory. Four hours credit.

TCC 1212 – Child Nutrition and Health Care I.

Basic information regarding nutrition, the nutrition value of food, and the relationship of food and food habits to the nutrition of the young child. One lecture and two hours laboratory. Two hours credit.

TCC 2113 – Music for Children.

Introduction to a variety of creative music activities for young children. Emphasis placed on encouraging musical expression by children, not perfecting musical skills. Three lectures. Three hours credit.

TCC 2154 – Child Development II.

A continuation of TCC 1154. Two lectures. Four hours laboratory. Four hours credit.

TCC 2222 – Child Nutrition and Health Care II.

A continuation of TCC 1212. One lecture and two hours laboratory. Two hours credit.

Note! The above courses replace TCC 2133.

TCC 3125 – Day Care Practicum I.

This course is designed for the student to participate actively in the training and supervision of children in the campus child care center. The student is closely supervised by a qualified instructor. Two lectures and six hours laboratory. Five hours credit.

TCC 3133 – Language Arts for Children.

A study of the basic forms of communication development including: pre-reading, pre-writing, listening and speaking skills. Included will be various forms of children's literature and quality selection for the preschooler. Three lectures. Three hours credit.

TCC 3143 – Physical/Motor Development for Children.

An analysis of the fundamental motor patterns developed during early childhood with emphasis on fine and gross motor skills. Three lectures. Three hours credit.

TCC 3153 – Methods and Materials for Teaching Children.

Approaches to teaching and guiding learning of young children analyzed and practiced along with materials effective in supporting each strategy. Three lectures. Three hours credit.

TCC 4113 – Administration of Programs for Young Children.

A course in the organizational structure and management of various programs for young children. Three lectures. Three hours credit.

TCC 4123—Teaching the Special Child.

This course is designed to meet the need for teachers with more meaningful individual education for children with learning disabilities and other areas of exceptionality in children. Three lectures. Three hours credit.

TCC 4135—Day Care Practicum II.

A continuation of TCC 3125. Two lectures and six hours laboratory. Five hours credit.

**COMPUTER APPLICATIONS TECHNOLOGY
(Night Classes Only)****TAP 1113—Information Processing I.**

Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, and data base management. Emphasis is placed on computer terminology with hands-on experience given using different types of software. Three lectures. Three hours credit. Lab required.

TAP 2123—Word Processing I (Prerequisite: Typewriting I or equivalent).

Designed to place emphasis on the mastery of word processing functions and proofreading skills to achieve excellence in document production. Three lectures. Three hours credit. Lab required.

TAP 3133—Word Processing II (Prerequisite: Word Processing I).

A continuing development of word processing skills. Production with accuracy is stressed and practice is given through a variety of documents. Three lectures. Three hours credit. Lab required.

TAP 4143—Information Processing II (Prerequisite: Information Processing I).

Continuation of Information Processing I with additional study to include telecommunications, electronic mail, desktop publishing, and other microcomputer applications to reflect current technology. Emphasis is placed on supervisory skills and management techniques. Decision-making activities concerning various situations found in business will be stressed. Three lectures. Three hours credit. Lab required.

COMPUTER TECHNOLOGY**TDP 1311—Introduction to Computer Management.**

This introductory class familiarizes the student with basic computer concepts with special emphasis on the Disk Operating System (DOS). Basic DOS commands to operate a two-drive and a hard-disk systems will be covered. Other software tools to manage a microcomputer system will be presented. One-half hour lecture. One hour laboratory. One hour credit.

TDP 2321 – Advanced Computer Management (Prerequisite: TDP 1311).

This class is a continuation of TDP 1311 – Introduction to Computer Management. The special emphasis will be on usage of the hard disk system. One-half hour lecture. One hour laboratory. One hour credit.

TDP 3115 – RPG II Programming (Prerequisite: COBOL Programming With Business Applications).

This is a basic course that advances concepts, terminology, and the theory of modern computers and provides additional instruction in the use of selected IBM minicomputer utility programs. Students are introduced to business-related RPG II programming projects. Three lectures. Four hours laboratory. Five hours credit.

TDP 3114 – RPG II Programming (Evening Program). (Prerequisite: COBOL Programming of BASIC Programming).

This is a basic course that advances concepts, terminology, and the theory of modern computers and provides additional instruction in the use of selected IBM minicomputer utility programs. Students are introduced to business-related RPG II programming projects. Four lectures. Lab required. Four hours credit.

TDP 4214 – Systems Analysis and Design (Corequisite: Advanced RPG II Programming).

Use of data processing equipment in designing a complete management information system. Shows how all business functions interrelate by requiring students to analyze manual procedures, design a sound systems approach, make proper selections, and implement a feasible conversion schedule. Three lectures. Two hours laboratory. Four hours credit.

TDP 4224 – Advanced RPG II Programming (Prerequisite: RPG II Programming; Corequisite: Systems Analysis and Design).

This course is designed to expand the student's knowledge of RPG II programming language. Correlation between this course and Systems Analysis and Design, is drawn to enable a student to start at the very beginning and advance to accomplish an overall desired result. Three lectures. Two hours laboratory. Four hours credit.

COOPERATIVE EDUCATION TECHNOLOGY

TCE 1113 – Cooperative Education Work Experience I.

Supervised work experience performed in a job setting related to the student's major field of study. The work experience is under the supervision of the Cooperative Education Coordinator. A minimum of fifteen hours per week of work experience and attendance at weekly seminars required. Three hours credit.

**TCE 2123 – Cooperative Education Work Experience II
(Prerequisite: TCE 1113).**

A continuation of TCE 1113. Three hours credit.

**TCE 3133 – Cooperative Education Work Experience III
(Prerequisite: TCE 2123).**

A continuation of TCE 2123. Three hours credit.

**TCE 4143 – Cooperative Education Work Experience IV
(Prerequisite: TCE 3133).**

A continuation of TCE 3133. Three hours credit.

DRAFTING AND DESIGN TECHNOLOGY

DDT 1113 – Fundamentals of Drafting (Prerequisites: Essential Skills for Drafting and Design Technology (DDV 1014)).

Course designed to give drafting major the background needed for all other drafting courses. Emphasis placed upon maintaining correct techniques while developing speed. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1134 – Descriptive Geometry (Prerequisites: Fundamentals of Drafting (DDT 1113)).

Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. Three hours lecture. Two hours laboratory. Four hours credit.

DDT 1123 – Machine Drafting I (Prerequisites: Fundamentals of Drafting (DDT 1113)).

Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1213 – Construction Materials.

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two hours lecture. Two hours laboratory.

DDT 1313 – Principles of CAD (Prerequisites: Essential Skills Drafting and Design Technology).

This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. One hour lecture. Four hours laboratory.

DDT 1413 – Elementary Surveying.

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture. Four hours laboratory.

DDT 1613 – Architectural Design I (Prerequisites: Fundamentals of Drafting (DDT 1113)).

Presentation and application of architectural drafting room standards. One hour lecture. Four hours laboratory.

DDT 2223 – Structural Drafting (Prerequisites: Fundamentals of Drafting (DDT 1113)).

Structural section, terms and conventional abbreviations and symbols used by structural fabrications and erectors are studied. Knowledge is gained in the use A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two hours lecture. Two hours laboratory.

DDT 2233 – Cost Estimating (Prerequisites: Fundamentals of Drafting (DDT 1113)).

Preparation of material and labor quantity surveys from actual working drawings and specifications. One hour lecture. Four hours laboratory.

DDT 2253 – Quality Assurance.

The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two hours lecture. Two hours laboratory.

DDT 2323 – Advanced CAD (Prerequisites: Principles of CAD (DDT 1113)).

Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. One hour lecture. Four hours laboratory. Three hours credit.

DDT 2423 – Mapping and Topography Lab (Prerequisites: Elementary Surveying (DDT 1413)).

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Six hours laboratory. Three hours credit.

DDT 2623 – Architectural Design II (Prerequisites: Architectural Design I (DDT 1613)).

This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One hour lecture. Four hours laboratory. Three hours credit.

DDT 2913 – Special Project (Prerequisite: Minimum of 12 semester hours drafting related courses.).

A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the students learning experience. Six hours laboratory. Three hours credit.

DDV 1014 – Essential Skills for Drafting and Design Technology.

This course is composed of the essential skills from the high school Drafting and Design Technology curriculum. This course is designed for students entering Drafting and Design Technology who have had no previous training in the field. Two hours lecture. Four hours laboratory. Four hours credit.

DDV 1102 – Essential Skills for Drafting.

This course is composed of the essential skills from the high school drafting and design technology curriculum. The course will teach essential skills through the lecture, demonstration, laboratory experiences methods. Two hours lectures. Two hours credit.

EET 1713 – Electronic Drafting.

A course designed to provide instruction on the preparation and interpretation of schematics. One hour lecture. Four hours laboratory. Three hours credit.

ELECTRONICS TECHNOLOGY

EET 1116 – AC-DC Circuits.

A course designed to familiarize the student with advanced principles and theories associated with AC and DC circuits. Includes the study of electrical circuits, electrical laws and formulas, and the use of test equipment in performing analysis of electrical circuits. Four hours lecture. Four hours laboratory. Six hours credit.

EET 1214 – Digital Electronics.

A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, boolean algebra, and a basic computer system. Three hours lecture. Two hours laboratory. Four hours credit.

EET 1314—Solid State Devices and Circuits.

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two hours lecture. Four hours laboratory. Four hours credit.

EET 1324—Microprocessors (Prerequisite EET 1214).

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two hours lecture. Four hours laboratory. Four hours credit.

EET 2334—Linear Integrated Circuits (Prerequisite EET 1314).

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three hours lecture. Two hours laboratory. Four hours credit.

EET 2414—Electronic Communications (Prerequisite EET 1314).

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two hours lecture. Four hours laboratory. Four hours credit.

EET 2514—Interfacing Techniques (Prerequisite EET 1324).

A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Two hour lecture. Four hours laboratory. Four hours credit.

EET 2912—Special Project (Fourth Semester Students only).

A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Four hours laboratory. Two hours credit.

ENGLISH TECHNOLOGY

TEN 1103—Developmental English I.

This course stresses basic written communication skills. Essential rules of grammar, mechanics, punctuation, and usage needed for clear writing are examined and practiced in preparation for essay writing. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed for transfer).

TEN 1203 – Development English II.

A continuation of TEN 1103 with emphasis on language usage, paragraph development, and finished essays. Three lectures and one hour laboratory. Three hours institutional credit. (Not designed to transfer).

FASHION MERCHANDISING TECHNOLOGY**TFM 1111 – Marketing Seminar I.**

Activities of this course are designed to include tours of local businesses and professional development. Two hours laboratory. One hour credit.

TFM 1113 – Fashion and Clothing Selection.

The student will examine factors which influence wardrobe planning and design, involving application of art principles to clothing selection. Three lectures. Three hours credit.

TFM 1121 – Marketing Seminar II.

Activities in this course are designed to include trade shows locally and at regional markets. A detailed study of one area of marketing education will be conducted. Two hours laboratory. One hour credit.

TFM 1323 – Fashion Merchandising.

The students will examine and understand the concepts of the fashion industry and its relationship to retail merchandising. Three lectures. Three hours credit.

TFM 2113 – Fashion and Household Fabrics.

The student will examine fibers, yarns, fabric construction, finishes, and design as applied to the selection of clothing and household fabrics. Three lectures. Three hours credit.

TFM 2131 – Marketing Seminar III.

Activities of this course are designed to include the coordination of a fashion show and a detailed study of one area of marketing education. Two hours laboratory. One hour credit.

TFM 2141 – Marketing Seminar IV.

Activities of this course are designed to include a detailed study of a broad spectrum of fashion and marketing topics. Two hours laboratory. One hour credit.

TFM 2313 – Fashion Buying and Coordination.

Study of the functions of a buyer and fashion coordinator within the retail operation, includes logical sequences for activities and information necessary for buying and development of skills necessary for the presentation of fashion. Explores the fundamentals of merchandise planning systems. Three lectures. Three hours credit.

TFM 2423 – Fashion Promotion and Display.

Emphasizes principles and application of retail sales promotions with emphasis on display, advertising, publicity, fashion shows, and other special events. One lecture. Four hours laboratory. Three hours credit.

FOREST TECHNOLOGY

FOT 2124 – Forest Surveying.

A general surveying course designed to give the student a fundamental knowledge of land surveying. Fundamentals of measurements, traverse computation, and public land surveys directed toward forestry needs are covered. Two lectures. Two hours laboratory. Four hours credit.

FOT 1713 – Dendrology.

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Two hours laboratory. Three hours credit.

FOT 1114 – Forest Measurements.

A classroom and field study of the basic principles and skills required for timber measurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Three lectures. Three hours laboratory. Four hours credit.

FOT 1314 – Forest Protection.

A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two lectures. Four hours laboratory. Four hours credit.

FOT 1714 – Forest Soils.

This course is designed to introduce the student to the general principles of soil management, as it relates to forest growth. Two lectures. Four hours laboratory. Four hours credit.

FOT 1414 – Forest Products Utilization.

Studied are primary and secondary products derived from wood and how they are manufactured and used in today's society. One lecture. Four hours laboratory. Three hours credit.

FOT 2916 – Internship for Forest Technology Specialization.

The student is given an introduction to the various fields of forest technology through employment with a forest industry or organization during one semester of the sophomore year. This occupational experience provides the student with the opportunity to practice and observe the application of some of the forestry principles learned, to comprehend the need for additional learning and to obtain specialized training for a particular career in the forest industry. The forest technology faculty maintains close contact with the student and the employer. Regular reports by the student add depth to the experience. Twenty-two hours laboratory. Eight hours credit.

TFT 2414 – Timber Harvesting.

Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two lectures. Four hours laboratory. Four hours credit.

FOT 2614 – Silviculture I.

A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two lectures. Four hours laboratory. Four hours credit.

FOT 2624 – Silviculture II.

A continuation of Silviculture I. Two lectures. Four hours laboratory. Four hours credit.

INSTRUMENTATION TECHNOLOGY**TIC 2224 – Pneumatics/Hydraulics.**

This course introduces the students to basic pneumatic and hydraulic principles, control devices, valves, pumps, motors, and circuit diagrams. Emphasis is placed on development of hydraulic and pneumatic control circuits and troubleshooting. Three lectures. Two hours laboratory. Four hours credit.

MARKETING TECHNOLOGY**TDM 1113 – Retailing.**

A study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Three lectures. Three hours credit.

TDM 1123 – Advertising Principles.

An introduction to advertising media. Principles involved with each of the major media are studied. Newspaper, T.V., radio, magazine, direct mail, and outdoor advertising techniques are studied from a practical viewpoint. Students will be required to prepare a layout work in the print media area. Three lectures. Three hours credit.

TDM 1213—Salesmanship.

A retail, wholesale, and specialty selling course. Emphasis upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Three lectures. Three hours credit.

TDM 2113—Principles of Marketing.

A study of marketing structure within the United States economic system. Analysis of the movement of goods from producer to consumer through various channels of distribution, functions of marketing, and social and economic implications. Three lectures. Three hours credit.

TDM 2213—Microcomputers.

Operation of microcomputers in retail and wholesale businesses will be studied. Practical applications include word processing, personnel files on data base, spreadsheets, and sales projections. One lecture. Four hours laboratory. Three hours credit.

TDM 2223—Personnel Management.

A study of the objectives, functions and organization of personnel programs. Emphasis is centered on job evaluation, selection and placement, education and training, safety and health, employee services, employee relations, and personnel research. Three lectures. Three hours credit.

TDM 2323—Principles of Management.

Principles of business management including the study of planning, organizing, directing, controlling, and coordinating with effective communication in the business enterprise. Three lectures. Three hours credit.

TDM 2423—Small Business Management.

Principles of business management including overview of major management functions with special emphasis on small business application. Role of management in business qualifications and requirements. Three lectures. Three hours credit.

MATHEMATICS TECHNOLOGY**TMA 1103—Developmental Math I.**

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer).

READING TECHNOLOGY

TRE 1103—Developmental Reading I.

Special reading instruction for students deficient in basic reading skills. Stresses word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours institutional credit (Not designed to transfer).

TRE 1203—Developmental Reading II.

A continuation of TRE 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).



VOCATIONAL COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward vocational certificates. It is not designed to transfer in an academic major.

AUTOMOTIVE BODY REPAIR

VAB 1514—Automotive Body Repair I.

This course explores the different types of body construction, tools and materials used, parts manuals, damage and cost estimating, repair and refinishing procedures, and shop safety. Five lectures. Eighteen hours lab. Fourteen hours credit.

VAB 1614—Automotive Body Repair II (Prerequisite: VAB 1513).

This course is designed as a continuation of VAB 1513 and will give a detailed look into body construction, materials estimating, repair and refinishing procedures and techniques. Five lectures. Eighteen hours lab. Fourteen hours credit.

VAB 2516—Automotive Body Repair III (Prerequisite: VAB 1614).

This course teaches frame and unibody structural repair and also places emphasis on refinishing products and systems. Five lectures. Twenty-two hours lab. Sixteen hours credit.

VAB 2613—Automotive Body Repair IV (Prerequisite: VAB 2516).

This course is designed to teach students to cope with actual job situations in working with customers, ordering parts and materials, and setting up work schedules. Three lectures. Twenty hours lab. Thirteen hours credit.

VMB 1123—Math for Automotive Body Repair.

This course involves the learning of the fundamentals of arithmetic. It will include the adding, subtracting, multiplying, dividing of whole numbers, decimals, and fractions as it relates to automotive body repair. Three lectures. Three hours credit.

VRB 1132—Reading for Automotive Body Repair.

This course will teach understanding, comprehension, and vocabulary. Also the student will learn to find and use technical information as it relates to automotive body repair. Two lectures. Two hours credit.

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS

VAC 1512—Introduction to Refrigeration and Air Conditioning.

This course is intended to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on safety, hand tools, heat and cold temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. Five lectures. Fourteen hours lab. Twelve hours credit.

VAC 1614—Refrigeration and Air Conditioning II.

This course covers basic domestic refrigeration and air conditioning systems. Emphasis is placed on electrical circuits, refrigeration systems, and components other than the basic system. Five lectures. Eighteen hours lab. Fourteen hours credit.

VAC 2516—Refrigeration and Air Conditioning III.

This course covers commercial refrigeration systems. Theory and practical work to introduce the students to systems, troubleshooting, and repair of commercial units used in industry. Five lectures. Twenty-two hours lab. Sixteen hours credit.

VAC 2614—Refrigeration and Air Conditioning IV.

This course is designed to teach theory and practical work to introduce students to heating and cooling systems used in industry. Additional studies in systems design and heat load calculation and special systems. Three lectures. Twenty-two hours lab. Fourteen hours credit.

VMR 1133—Math for Refrigeration and Air Conditioning I.

This course provides the student with practical and realistic mathematical problems which are encountered by heating and cooling technicians. Three lectures. Three hours credit.

VMR 1213—Math for Refrigeration and Air Conditioning II.

A continuation of VMR 1133. Three lectures. Three hours credit.

VRR 1123—Reading for Refrigeration and Air Conditioning I.

This course will teach understanding, comprehension, and vocabulary. Also, the student will learn to find and use technical information as it relates to refrigeration and air conditioning. Three lectures. Three hours credit.

VRR 1222—Reading for Refrigeration and Air Conditioning II.

A continuation of VRR 1123. Two lectures. Two hours credit.

AUTOMOTIVE MECHANICS

VAM 1513—Automotive Mechanics I.

A study of the basic engine fundamentals with an emphasis on automotive electricity and electronics. The course includes theory and shop orientation in the following areas: shop safety practices, tool identification and usage, engines and principles, basic fuel, lubrication, cooling systems, tune up, and electrical systems. Six lectures. Fourteen hours lab. Thirteen hours credit.

Vam 1617—Automotive Mechanics II.

A study of the advanced engine principles, automotive electronics, automotive emissions control systems, and advanced fuel injection on automobiles of today. Eight lectures. Eighteen hours lab. Seventeen hours credit.

VAM 2517—Automotive Mechanics III.

This course is designed to give students theory and practical work in the automotive field. The course covers automotive transmissions, suspension systems, front and rear end alignment, and brakes. Six lectures. Twenty-two hours lab. Seventeen hours credit.

VAM 2615—Automotive Mechanics IV.

This course is designed to give students theory and practical work in the automotive field. This course covers manual transmissions, trans axles, drive lines, differential, and air conditioning. Four lectures. Twenty-two hours lab. Fifteen hours credit.

VMA 1123—Math for Automotive Mechanics.

This course involves the learning of the fundamentals of arithmetic. It will include the adding, subtracting, multiplying, dividing of whole numbers, decimals, fractions, and the use of precision measurement instruments as it relates to automotive mechanics. Three lectures. Three hours credit.

VRA 1133—Reading for Automotive Mechanics.

This course will teach understanding, comprehension, and vocabulary. Also, the student will learn to find and use technical information as it relates to automotive mechanics. Three lectures. Three hours credit.

COSMETOLOGY

VCO 1115—Cosmetology Theory I.

This course is the introduction to the basics of cosmetology. The instructional unit includes the following; safety and first aid, hygiene and good grooming, visual poise, personality development, professional ethics, bacteriology, sterilization, sanitation, state laws, and salon management. The course also includes hair composition, disorders of the scalp and hair, shampooing, scalp and hair care, hair shaping and styling. Five lectures. Five hours credit.

VCO 1514—Cosmetology Practical I.

This course is designed to instruct the student in basic fundamental experiences in beginning cosmetology. Practical experiences will include the basics in shampooing, scalp and hair treatment, manicuring, hair shaping, and styling. Twenty-eight hours lab. Fourteen hours credit.

VCO 1126—Cosmetology Theory II.

This course will include lectures in the following subjects; nail composition, disorders of the nail, anatomy, skin, disorders of the skin, manicuring, permanent waving, hair coloring, facial treatment, and make-up. Six lectures. Six hours credit.

VCO 1615—Cosmetology Practical II.

This course is a continuation of VCO 1515 with the additional practical experiences in permanent waving, hair coloring, facial treatment, massage, and make-up. Thirty hours lab. Fifteen hours credit.

VCO 1318—Cosmetology Theory III.

This course will include lectures in the following subjects: chemistry, wig styling, chemical hair relaxing, thermal straightening and thermal waving. Eight lectures. Eight hours credit.

VCO 1715—Cosmetology Practical III.

This is a continuation of the first and second semesters. Thirty hours lab. Fifteen hours credit.

VMC 1132—Math for Cosmetology

This course is a comprehensive study of mathematic skills related in the field of cosmetology. Two lectures. Two hours credit.

VRC 1142—Reading for Cosmetology.

This course will teach comprehension and vocabulary. The student will learn to find and use technical information as it relates to cosmetology. Two lectures. Two hours credit.

COSMETOLOGY - TEACHER TRAINEE**VCI 1113—Observation and Law, Rules and Regulations.**

This course is a prerequisite prior to all other VCI courses. The student will observe teaching in the classroom and in the lab. The student will also develop an understanding of the law, rules, and regulations that govern cosmetology in the state. 90 clock hours. Three semester hours credit.

VCI 1118 – Observation and Law, Rules and Regulations.

This course is a prerequisite prior to all other VCI courses. The student will observe teaching in the classroom and in the lab. 224 clock hours. 8 semester hours credit.

VCI 1122 – Cosmetology Law Rules and Regulations.

The student will develop an understanding of the laws, rules, and regulations that govern cosmetology in the state. 34 clock hours. 2 semester hours credit.

VCI 1125 – Principles of Teaching.

This course is designed to identify the characteristics of a professional teacher. Planning the course, preparing lesson plans, and the steps of teaching will also be covered in the course. 150 clock hours. Five semester hours credit.

VCI 1132 – Measurement and Evaluation.

This course will instruct the student in the art of testing and evaluating students. 60 clock hours. Two semester hours credit.

VCI 1143 – Principles of Motivation and Learning.

This course will study the different motivational theory and technique methods of motivation. The laws governing the learning processes will also be explored. 90 clock hours. Three semester hours credit.

VCI 1216 – Methods of Teaching.

This course will introduce the methods, procedures, and techniques of teaching to the student. 180 clock hours. Six semester hours credit.

VCI 1223 – Classroom Management.

This course will explore the concepts of effective classroom management. 90 clock hours. Three semester hours credit.

VCI 1233 – Teaching Materials.

This course will introduce the different teaching materials that might be available to the instructor. 90 clock hours. Three semester hours credit.

VCI 1239 – Preparation For Teaching.

This course gives instruction on planning the course and preparing lesson plans. 255 clock hours. 9 semester hours credit.

VCI 1249 – Student Motivation and Learning.

This course will teach the different motivational applications needed for student learning. The laws governing the learning processes will also be explored. 272 clock hours. 9 semester hours credit.

VCI 1253—Evaluation of Students.

This course will instruct the trainee in the art of testing and evaluating students. 85 clock hours. 3 semester hours credit.

VCI 1510—The Professional Teacher.

This course is designed to identify the characteristics of a Professional teacher. 272 clock hours. 10 semester hours credit.

VCI 2328—Procedures and Techniques of Teaching.

This course will instruct the trainee in conducting practical classes and working with individual student needs. 120 clock hours. 8 semester hours credit.

VCI 2511—Methods of Teaching.

This course will introduce the methods of teaching through lectures, discussion and demonstration. 190 clock hours. 11 semester hours credit.

VCI 2611—Classroom Management.

This course will explore the concepts of effective classroom management. 304 clock hours. 11 semester hours credit.

VCI 2711—Teaching Materials.

This course will introduce the different teaching materials that are available to the instructor. 304 clock hours. 11 semester hours credit.

EMPLOYABILITY SKILLS**VES 2222—Employability Skills.**

This course stresses the correct procedures in filling out job application forms, proper conduct, dress, and mannerism in personal interviews. It also stresses work habits and attitudes consistent with good employee management relationships. Two lectures. Two hours credit.

MACHINE TOOL OPERATION/MACHINE SHOP**VMM 1113—Math for Machine Shop I.**

A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

VMM 1213—Math for Machine Shop II.

This course is a continuation of VMS 1113 emphasizing the use of trade formulas and trigonometry in the shop. Three lectures. Three hours credit.

VMP 1222—Blueprint Reading I.

This course is designed to develop ability to read typical shop drawings and blueprints for required dimensions, shapes, descriptions, and machine operations. Two lectures. Two hours credit.

VMP 1232—Blueprint Reading II.

A continuation of VMP 1222. Two lectures. Two hours credit.

VMS 1511—Machine Methods I.

A basic unit of instruction for the machine shop. This course is an introduction to general shop practices, personal safety and safety precautions involving all equipment used in the machine shop. Emphasis will be placed on bench work, layout and measurement, engine lathe, drilling machine, sawing machines, bench grinders, and metallurgy. Three lectures. Sixteen hours a lab. Eleven hours credit.

VMS 1611—Machine Methods II.

A basic unit of instruction for the machine shop which is a continuation of VMS 1511. Emphasis will be placed on safety and use of the engine lathe, vertical mill, horizontal mill, grinding machines, indexing and rotary tables. Three lectures. Sixteen hours lab. Eleven hours credit.

VMS 2113—Introduction to Numerical Control.

A study of the development and economics of N/C machines, tool design and tool setting. Preparation of N/C tapes and programs will be stressed. Three lectures. Three hours credit.

VMS 2513—Machine Methods III.

A basic unit of study for the machine shop which is a continuation of VMS 1611. A study and application of precision grinding, precision layout, advanced machining, engine lathe, CNC and N/C machine operations. Six lectures. Fourteen hours lab. Thirteen hours credit.

VMS 2611—Machine Methods IV.

A basic unit of study for the machine shop which is a continuation of VMS 2510. Emphasis will be placed on tool and cutter grinding. CNC machining, engine lathe, development and completion of final project approved by instructor. Three lectures. Sixteen hours lab. Eleven hours credit.

VMS 2715—Special Projects.

A course designed to allow the student the opportunity to display a variety of the specific job skills learned to develop and work on special projects. Two lectures. Six hours laboratory. Five hours credit.

WELDING

VMW 1113—Math for Welders.

This course offers basic skills in math that are required of welders to measure and layout parts to be cut and welded together to form an end product. It includes addition, subtraction, division, and multiplication of whole numbers and fractions. Three lectures. Three hours credit.

VRW 1123—Reading for Welders.

This course should enable the student to obtain the reading skills to read and understand technical materials and tests as related to welding. Three lectures. Three hours credit.

VWE 1511—Welding I.

This course covers the basic fundamentals in: oxy-acetylene welding and cutting, shielded metal arc welding, and gas metal arc welding. It stresses correct use of all equipment and machines. It stresses flame and volt-amp adjustments. A thorough study is made of welding wire and electrodes, their specifications, and recommended use. It relates heats for different thicknesses of metal, sizes of electrodes, and positions of welds. Types of joints and their preparation are covered. All aspects of safety are covered. This includes proper handling and use of gas cylinders and gasses, welding machines, and personal protective clothing and equipment. Three lectures. Sixteen hours lab. Eleven hours credit.

VWE 1612—Welding II (Prerequisite: VWE 1511).

This course is a continuation of VWE 1511 and stresses practice in shielded metal arc welding and gas metal arc welding. Special emphasis is placed on groove type joints on both plate and pipe in all positions. It includes fundamentals and practice welding with tungsten inert gas. Special emphasis is put on machine settings, sizes and types of electrodes, and types and mixes of shielding gases. Also special emphasis is put on the welding of stainless steel, aluminum, and other non-Ferrous metals. Cost, efficiency, and quality of welds are stressed. Two lectures. Twenty hours lab. Twelve hours credit.

VWP 1232—Blueprint Reading for Welders.

This course consists of drawings, line views in relation to each other, hidden surfaces, isometric drawings, and symbols in relation to welding. Two lectures. Two hours credit.

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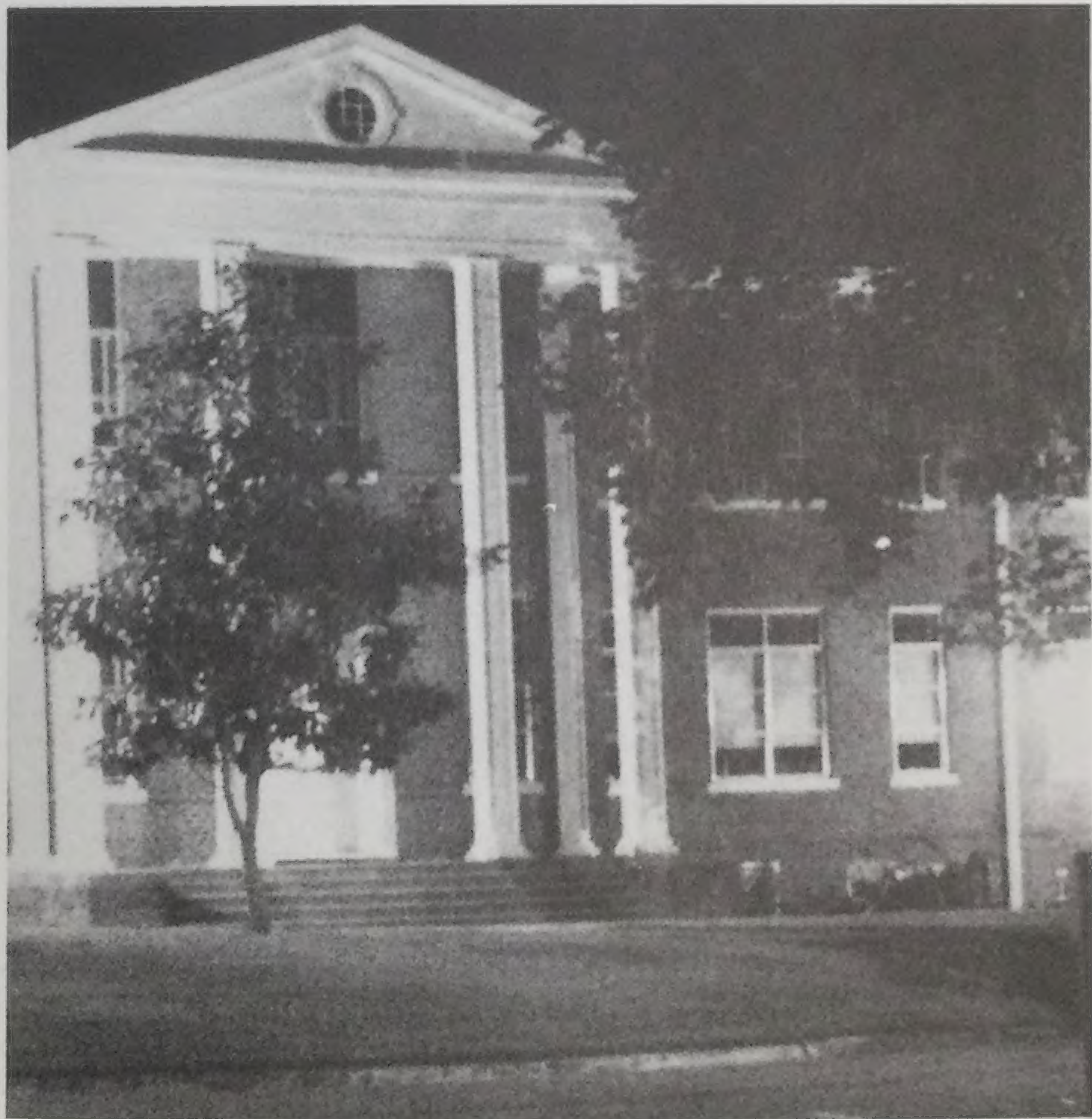
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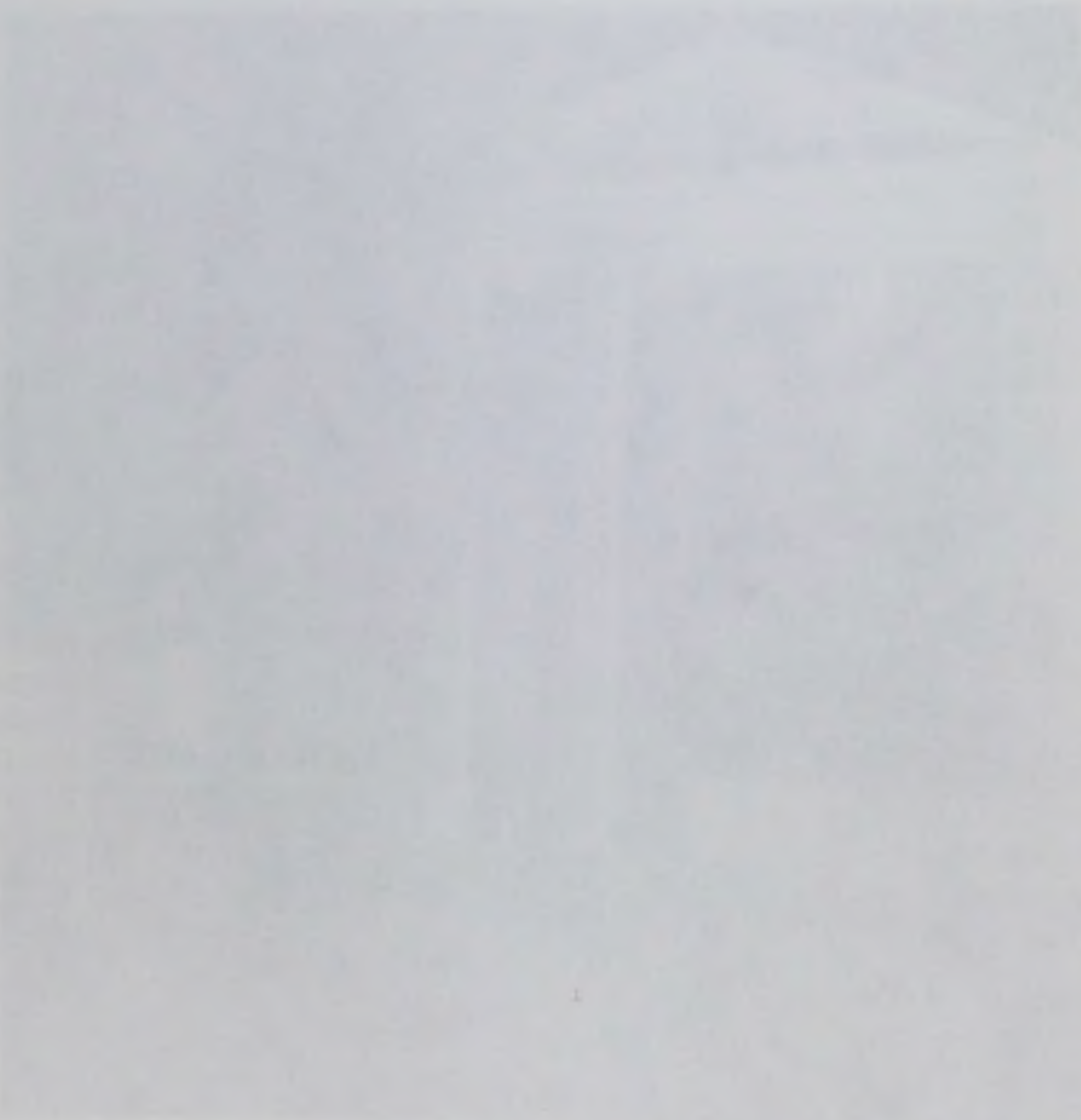
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